

RESUME

Jayesh Bhagwan Shirke

Permanent Address: Juhu Koliwada, Ambe Mata Nagar,
Hira Buwa Gawde Marg,
Near Sakhre Gym, Santacruz West,
Mumbai- 400049

PERSONAL SKILLS:

Strong Coordinator, Good verbal and written communication skills, willingness to learn, ability to deal with people diplomatically.

PERSONAL DETAILS:

DOB : 20-12-2000
Sex : Male
Marital Status: Single
Nationality : Indian
Languages Known: English, Hindi and Marathi.

OTHER ACTIVITIES & HOBBIES:

- ☐ Playing Badminton and traveling.

Career Experience Summary:

- 1) Working as “Sales Support Executive” in “Roha Infosystems Pvt. Ltd.”
(September 2023 to till the date) Andheri East.

Role & Responsibilities:

- Working on SAP for Order execution for European Countries, Spain, Portugal, Slovakia Brazil and Mexico.
- Creation of Quotation and approval, Sample order, Sales orders (Normal order, Consignment Issue, Consignment Fill up order, Pro-forma Invoice, Stock Transfer order, convert Purchase order to Sales, Outbound delivery, Maintain COA, Packing List, Invoice Mail, Manuals.
- Maintain/Create New Customer, Customer Product Line on CRM.
- Monthly preparing commission report and managing commission Agent.
- Keeping track of Samples send and feedback of customer, updating same in SAP.
- Handling Complaints – Raising on SAP for future action - return/replacement.
- Weekly prepare Debtor Report, Chase customer for payment for outstanding of Payment
- Daily meeting with reporting manager for order discussion if any issues for stock,

- prices, Inquiry.
- Fortnightly review stock status in warehouse and request stock fill up quantities at warehouse.
- Overall support to Sales Manager and team to achieve their goals, complete target.

2) Worked as **“Delegate Acquisition Executive”** in **“UBS Forums Pvt. Ltd.”** (February 2023 to June 2023 date) Goregaon East.

Role & Responsibilities:

- Doing outbound sales calls and coordinating over the E-mail.
- Connecting with a high-quality portfolio of industry leaders leading B2B trade shows.
- Generating sales and closing them for conferences, Webinars and Seminars.
- Coordinating with the finance team for updates on the payments of delegates.

3) Worked as **“Customer Service Representative”** at **“Vijay Sales PVT. LTD.”** (August 2022 to Feb 2023) Head Office Mumbai Jogeshwari West.

Role & Responsibilities:

- ☐ Outbound Sales Calls Handling high-end escalation.
- ☐ Planning the development of the sales plan sales process to boost the sales number.
- ☐ Designing and implementing a strategic sales plan that expands the company’s customer base and ensures its strong presence.
- ☐ Accurately update operational performance files of Sales every week.
- ☐ Getting product knowledge with the brand & Co-ordinating with Finance Team for new cash back offers implementation.
- ☐ Achieving growth and hitting sales target successfully

4) Worked at **“Teleperformance”** as **“Customer Service Associate”** (Jan 2021 to Oct 2021) Aspee House Mumbai Malad West.

Role & Responsibilities:

- ☐ Outbound Sales Auto Dialed Sales Calls Kotak Credit Card.
- ☐ Giving Information about the product to the existing customers of the Bank and converting them into Leads.
- ☐ Meeting the Calls and Sales target on a daily and monthly basis.
- ☐ Maintaining the Sales Record of the team and submitting it to the Team Leader.
- ☐ Coordinating with the Team Leader for daily performance.

- ☐ Responsible for maintaining monthly Sales Reports.

EDUCATIONAL QUALIFICATION:

Degree	Institutes	Years
B.com	L. S. Raheja College of Arts and Commerce (Affiliated Mumbai University)	2022
HSC	L. S. Raheja College of Arts and Commerce (Affiliated Maharashtra Board)	2019
SSC	Malti Jayant Dalal High School (Affiliated Maharashtra Board)	2017

Computer Proficiency:

- Well-versed with MS-Office utilities such as WORD, EXCEL & POWER POINT
- Completed MS-CIT Government Certified Course
- Certified from “Keerti Computer Institute” for completing Adv. EXCEL, TALLY Basic and TALLY ERP 9.

I hereby declare that all the information furnished above by me is authentic to my knowledge.

Date:

Place:

(Jayesh B. Shirke)

