

Maresh Joshi

Ahmedabad, Gujarat

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Seeking an opportunity to utilize my extensive experience with a company that offers aggressive growth with increasing responsibility.

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### Personal Summary

I am a highly driven and motivated professional who has four years' work experience in **International Finance, Sales Management, Operation Management**, together with a graduate degree in International Business and Operation Management from Nirma University. This experience allowed me to develop excellent interpersonal communication, a high standard of ICT skills, an eye for detail, a client focused attitude. Effective team leader and a talent for building strong relationship with customers based on trust. Passionate about training, developing and mentoring subordinates to maximize employee performance and drive improvements to existing business processes. Adept at creating high performance teams and providing inspirational leadership

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### Professional Qualifications

- Master's Degree in International Business – Anglia Ruskin University Cambridge
- Bachelor's Degree in Commerce – Gujarat University – India
- Speaks Fluent English, Hindi, Gujarati,
- High level of mathematical skills, balance sheets, profit and loss accounts
- Experienced in budget control

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### Areas of Expertise

- Communicate professionally at all levels
- Business Analysis
- Exceptionally organized with documents, procedure and office work.
- International Distribution
- Identify training and coaching needs for development
- Willingness to perform a variety of jobs as requested.

## **Communication**

- Communicate and interact effectively with people of diverse cultural backgrounds
- Utilize effective communication and interpersonal skills to address any issue/problems or concern
- Keep abreast of opportunities in various countries through on going communication with contacts

## **Career History**

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### **Account Assistant**

Gujarat Offset Pvt Ltd - Ahmedabad

April 2015 to April 2017

#### Work description

1. Comply with Indian statutory compliance laws and acts, like Income Tax, VAT, PF, Workmen Compensation etc.
2. Maintain and follow up Accounts receivables.
3. Working knowledge in Factory costing and pricing determination, working knowledge in Excise/ CST/ VAT/ C Forms.
4. Reconciliation and all other account related works. Preparation of Invoices, Sales invoicing, Preparation of reports.
5. Verification of Payments to Sundry Creditors/ Statutory payments. .
6. Store, file and retrieve documents and reports as and when needed.
7. Knowledge in Exports / Imports procedure. Co-ordination with auditors.

### **Manager**

Just Think Marketing – London, England

January 2014 to July 2014

#### Work description

1. Handling a distribution team to deliver door to door or hand to hand leaflet at strategically chosen location.
2. Keeping an eye on team that no malpractices performed and marketing materials are delivered to each door.
3. Random stop checks of the staff.
4. Every week briefing about new goals and projects.
5. Hire new staff. Staff training, GPS guidance.
6. Make sure client get maximum benefits of the leaflet distribution service.
7. Providing printing and web designing services to client.

## **Customer sales Representative**

Dollar Financial Group – London, England

January 2012 to November 2013

### Work description

1. Responsible for the day to day running of a Money Shop Store, managing and coaching with a range of Money Shop Products.
2. Ensure store is maintained to the highest standards.
3. Payroll, budget control, send data to head office, input data, extract information, and check prices for buying and selling gold, silver, dollar and euro.
4. Converting leads to sales and meet department sales goal. Handle daily banking procedures
5. Provide feedback to employees, including daily feedback and annual evaluation handle employee relations.
6. Ensuring customer loyalty through first class service.

## **Customer Sales Representative**

Tommy Hilfiger, India

August 2011 to November 2011

### Work description

1. Greeting customers, assisting shoppers to find the goods and products they are looking for.
2. Establishes, develops and maintains business relationships with current customers and prospective customers to generate new business for the organization's products/services. Stocking shelves with merchandise, being responsible for processing cash and card payments.
3. Expedites the resolution of customer problems and complaints. .Giving advice and guidance on product selection to customers. Balancing cash registers with receipts, dealing with customer refunds.
4. Creates and manages a customer value plan for existing customers highlighting profile, share and value opportunities
5. Supplies management with oral and written reports on customer needs, problems, interests, competitive activities, and potential for new products and services
6. Attaching price tags to merchandise on the shop floor

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## **Academic**

September, 2016

Accounting  
Certified programme – Ahmedabad Management Association

April, 2016

Executive diploma in Operation Management  
Institute of Management – Nirma University

July, 2015

Tally.ERP 9 – Accounting & Inventory Management Indirect Taxation Management  
Certified programme – Ahmedabad Management Association

April, 2015

Inventory planning, Replenishment and control techniques  
Certified programme – Ahmedabad Management Association

August 2011

Graduated with Master's Degree in International Business  
Anglia Ruskin University - Cambridge, England

2009

Graduated with Bachelor's Degree in Commerce  
Gujarat Law Society College – Gujarat University

2006

Sheth CN Vidyalaya  
High School - Ahmedabad

