



FALAK J NAYAK

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Professional summary:

Sales professional with extensive experience in account and customer relationship management. Cultivates nurtures and maintains long-term customer relationships to boost Sales and grow brand visibility.

Skills & Abilities:

- Computer/MS Office applications
- Data analysis
- Leadership quality.
- Creative thinker
- Account and territory management
- Sales and marketing
- Negotiations skill
- Sales focused
- Communication, Training & Presentation Skills
- Responsible, hard & smart worker.
- Leadership quality.

Educational Qualification:

- MBA from Sikkim Manipal University, Ahmedabad 2015
- BCOM from B.V.D Arts & Commerce College, Ahmedabad 2012
- HSC from Sharda Higher Secondary School, Ahmedabad 2008

Work Experience:

Intelligent Business Technologies

Designation : Sales Account Manager
Location : Ahmedabad
Duration : Since July 2018

Role & Responsibility:

IBT is a B2B IT Solution Provider and top IT solutions and support services company in Dubai, UAE with presence in UAE, Qatar, India & UK.

- Executed calling campaigns targeting direct end-user prospective accounts.
- Developed new business opportunities by effectively communicating product lines to leading international corporations.
- Evaluated current service needs and product satisfaction levels with established customers.

- Led sales forecasting, market trend evaluation and segment strategies.
- Responsible to do presentation, quotation, negotiation, deal closure including order process and completion of delivery.
- Quoted prices, credit terms and other bid specifications.
- Strategised with sales team to prospect and qualify potential customers within assigned geographic territories.
- Set up and maintained global account management and reporting tools and processes.
- Negotiated prices, terms of sales and service agreements.
- Collaborated with account executives to penetrate new accounts, identify potential customers and coordinate product demonstrations.
- Researched clients' business requirements, issues and goals to offer appropriate solutions.
- Launched new sales training programmes to drive continuous profitability improvements.
- Networked and interacted with local, national and international associations to optimize industry connections.
- Communicate, approach and qualified prospects and sales opportunities in targeted markets using external resources.
- Managed the highest volume account in assigned territory.
- Spearheaded expansion and development initiatives in UAE.
- Generated revenue of particular Target with profitability of standard company margin.

Hardik Enterprise

Designation : Business Development Partner

Location : Ahmedabad

Duration : Nov 2016 to July 2018

Role & Responsibility:

Hardik Associate is a leading distributor & wholesaler company of various Home Appliance, Plasticware Brands, Glassware brands.

- As a working business development Manager identify sales leads, pitch goods or services to new clients and maintain a good working relationship with new contacts.
- Identify new business scope and expand the new dealers.
- Manage the all assigned dealers and increase the sales revenue.
- Following up new business opportunities and setting up meetings.
- Communicate to the traders and customers regularly to development of sales force.
- Planning and preparing sales strategies & presentation to growth of revenue.
- Communicating new product sales developments to prospective key clients.
- Overseeing the development of promotion activities as well marketing literature for specific promotion scheme.
- Place orders with vendors or wholesalers, Stock management and awareness of new product trend, knowledge & quality of product to development the sales force.
- Identify the customer's demand to deliver the best service of the business.
- Responsible for the whole sales & revenue generation.
- Ensure for Branding, customer need and market trend, sales promotion offer as required.

- Management of team with build a sales growth by day to day activities.
- Motivate & sales - product training to sales person to meet or exceed sales goals.

Oriflame India Pvt Ltd

Designation : Area Sales Manager
Location : Ahmedabad
Duration : April 2016 to Oct 2016

Role & Responsibility:

Oriflame Cosmetics is Swedish Cosmetics Company and sells personal care, accessories and nutritional products online and direct through a multi-level marketing model.

- To develop effective Sales Force, achieve sales targets at account levels and take overall responsibility of Sales promotion
- Keeping track record of day to day bank transactions.
- Planning & Achieve monthly/yearly Sales Leader Recruitment targets from assigned to Key Accounts.
- Develop new sales leaders and pursue that each leader assigned accounts and developed through the path to success and the Oriflame Success Plan Career Ladder.
- Act as an expert advisor/partner in the Oriflame Business who can guide, establish, Train and evaluate the leaders associated with branch.
- Provide Ideas to directors/ leaders to develop their business further, by sharing best practices, Product Training which could Improve Sales, recruitment and productivity of the file count.
- To be on the field as and when required to conduct meetings to sales development trainings & business planning strategy with Key Accounts Leader.
- Drive & Grow business in Key Leaders & Distributors to support them by sales Success Plan of the company.
- Responsible for driving Youth Club in the branch sales & marketing activities.
- To do the Monthly Catalogue Launch & New Product Training events by the first week of every month
- Assurance of Monthly BPS Meeting with key Leaders & Leaders to their team for sales growth.
- Project Management, Data Analysis, Action Plan & Execution of various projects as per company need.

Rubik Infotech Pvt. Ltd.

Designation : Inside Sales & Purchase Executive
Location : Ahmedabad
Duration : Dec 2012 to Mar 2016

Role & Responsibility:

Rubik InfoTech is an established IT Solutions and Service provider based in Ahmedabad, known for its strong portfolio of products, customer-focus, prompt deliveries, cost-management and clear strategies.

- Managing all the sales related activity of the company.
- Handling a high volume of customer enquiries and providing a high quality of service to caller.
- Writing up accurate sales correspondence.
- Coordinate for sales orders to ensure that they are scheduled and sent out on time.
- Effectively communicating with customers in a professional and friendly manner.
- Supporting the field sales team.
- Contacting potential customers to arrange appointments.
- Resolving any sales related issues with customers.
- Making follow-up calls to confirm sales orders or delivery dates
- Responding to sales queries via phone, e-mail and in writing
- Handling all aspects of print production, receipt and distribution.
- Carrying out admin tasks such as data input, processing information, paperwork & filing documents.
- Organizing sales promotional campaigns.
- Working towards developing new innovations and creating exciting proposals to tempt the clients.
- Delivering events program, to ensure that brand presence is maximized & met strategic objectives.
- Attending and participating in conferences, trade shows and other marketing events.
- Accurately analyzing and assessing statistical data & more.

Earth Syscom Pvt.Ltd

Designation : Inside Sales Executive
Location : Ahmedabad
Duration : Aug 2010 to Feb 2012

Role & Responsibility:

Earth Syscom is a distributor and reseller of IT Hardware & Computer peripherals in Ahmedabad.

- Calling to Customers & generate the sales leads.
- Managing all the sales related activity of the company.
- Quotation Preparation & send it to customers.
- Making follow-up calls to confirm sales orders or delivery dates.
- Resolving any sales related issues with customers.
- Responding to sales queries via phone, e-mail and in writing.

Personal Profile

Name : Falak Jayminbhai Nayak.
Date of birth : 21st Aug 1991.
Permanent Address : G/403, Ashray Platina, Opp.Arya Villa, Nr. Swaminarayan Temple, Anand Party Plot Road, New Ranip, Ahmedabad - 382480.

I hereby declare that the information given above is true to the best of my knowledge and Belief.

Place: Ahmedabad

Falak Jaymin Nayak.

Date: