

Curriculum vitae

JIGISH B KAYASTH

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OBJECTIVE

To work in a professionally managed environment where my potential can be optimized
And at the same time contribution towards the achievement of organizational goals can be
Effectively done.

ORGANISATIONAL EXPERIENCE:

Currently Working: - Currently working with RAAJRTNA ELECTRODES PVT LTD. Raajratna Electrodes is devoted to the development of quality welding consumables. It is an ISO 9001:2008 certified company and leading Government recognized "EXPORT HOUSE " and a part of "Raajratna Group", involved in Stainless Steel Wires, Bright Bars, Stainless Steel Fasteners, Tubes, Threaded Bars & Wire Nails having their state-of-the-art manufacturing units on Ahmedabad - Mehsana Highway, and H.O at CG road Ahmedabad, Gujarat - India.

JOB PROFILE --- Export Executive/ International Business, since March 2013.

Generate new inquiries by using online marketing tools and available B2B marketing Portals. Retaining and follow up current customer for Regular PO. Managing and updating Alibaba portal, company website. Making Invoice, product sampling, Communication and Co-ordination with Factory and dispatch dep., co-ordination & Follow ups with Forwarder and CHA make documentation and follow up the client with after sales service.

2. COMPANY PROFILE - IndiaMART.com is India's largest online B2B marketplace connecting global buyers with suppliers through business directories, online product catalogs, buy-sell offers, industry specific marketplaces, printed media and trade shows participation. Its existing investors include Intel Capital and Bennett, Coleman & Co. Ltd. (Times Group), India's largest print media group.

JOB PROFILE --- As a Manager - Sales from July 2010 to Dec. 2012 in NEW CLIENT ACQUISITION.

Targeted corporate organizations to understand their systems identify opportunities for introducing our service. Developing marketing plan for build a new customers. To achieve sales, volume, revenue and profitability targets by converting prospective client organizations through effective relationship building with decision-makers. Team handling and making sales reports. To maintain relationship with clients to generate additional business through lead generation, client synergies, group companies etc. Customer Relationship and Business Development. Motivation of sales for growth in business generation.

ACADEMIC QUALIFICATION

- Diploma in **International Business Management** from AMA-Ahmedabad.in the year 2013.
- **M.B.A** from Saurashtra University, Rajkot through G-CET in the year 2010 with 66.83%
- **P.G.D.B.M** from Rajendra Prasad institute (Bhavance) in the year 2008 with 64.57%
- **B.B.A** from GLS College, Gujarat University, Ahmadabad. In year 2007 with 68.33%
- Senior Secondary School (10+2) from GHSEB, Ahmadabad in the year 2004 with 61.00%
- High School (10th) from GSEB, Ahmedabad in the year 2002 with 66.29%

ACADEMIC PROJECT

- HAVMORE ICE CREAM, Memco, Ahmadabad “general industrial Visit”
- RAMDEV FOOD MASALA, Changodhar, Ahmadabad. “process and quality”
- RATNAMANI TUBES AND PIPES LTD, Chhatral, Mehsana kalol Highway “order to dispatch”
- RESEARCH ON CUSTOMER TASTE & PREFERENCES OF FMCG CO. OF (NIRMA, HUL, P&G)

CO- CURRICULAR ACTIVITIES AND ACHIVEMENT

- Runners Up in national level FLAYING DISK competition.
- KULPATI AWARD for stood first in P.G.D.B.M.
- Recognized in graduation for EVENT ORGANISER and CURRICULAR ACTIVITIES.
- First in District level Debate organized by MAHATMA GANDHI LABOUR INSTITUTE with cash price.
- Participated in NATIONAL CONFERENCE on PAPER PRESENTATION at vishngar.
- Stood the youngest promoted manager in INDIAMART INTEMESH LTD. On best performance bases.

COMPUTER PROFICIENCY

Having good working knowledge of MS-OFFICE, MS-WORD, MS-EXCEL, MS-POWERPOINT and INTERNET ACCESS with Browsing /searching through Portals and net tools.

SOFT SKILL

- Positive attitude towards I M Possible
- Quick learning ability,
- Designing & content sense when new things required.
- Communication & Negotiation Skills,
- Initiatives, Leadership & participations abilities,
- Key Player of team.

PERSONAL PROFILE: -

FULL NAME : - Jigish Bipinchandra Kayasth.
DATE OF BIRTH : - 13th October, 1986.
MARITAL STATUS : - Married (one year old daughter)
LANGUAGE KNOWN : - English, Hindi, and Gujrati (All Read, Write & speak)
NATIONALITY : - Indian
RESIDANCE ADDRESS : - B/2 Annapurna society
Near Ghodasar bus stand
Ghodasar.Ahmedabad-380050.

Declaration: - I declare that the information mention in above is true and have Based on some fact data.

(JIGISH KAYASTH)