**Nai Nilesh Dasharath bhai**

**Sales Co ordinator**

4/c/14, Sector -4, Nr.Govt School,

Vivekanand Nagar, Nr. Hathijan Gam, Ahmedabad 382445.

**Mobile : 9099660074** Email Id : [nileshnai52@gmail.com](mailto:nileshnai52@gmail.com)

***Objective***

With a long persuasion for the fulfilment of the desire, I wish to serve in the field of sales as a coordinator. Hope my talent and experience will do a lot to earn fame and profit for the company.

***Professional Experiences***

* **ONGC (Logistic Executive**)

(17 April -2016 Still Continue)

**Responsibilities**

POLYMER AND CHEMICAL DEPARTMENT

* Working closely with dispatches, suppliers and transport companies.
* Planning the delivery and dispatch of goods.
* Planning allotting the vehicles in correct capacity.
* Maintaining the inventory.
* Preparing the various reports related to logistics.
* Maintaining the stocks
* **Steel Connect Pvt. Ltd. (Sales Coordinator Assistance)**

(29-March-2014 to 5\_ APril-2016)

**Responsibilities**

* Worked as a chief in sales management team.
* Kept dataset of marketing section. with precision
* Maintain good relation with Corporate or Individual client.
* Hardworking, perseverance in work related problems, punctual, enthusiastic.client.
* Communicated with the purchase department regarding payment of outstanding bills
* Handled the tasks of dealing with customer queries.
* Sent Daily activity report to HOD.

***Education***

* Qualified 10 Pass( 68.77%) & 12Pass (57.29%),from Sidharath High School, at

AHMEDABAD.

* BCA Complated in 2013 with (58.7%)Second Class.

***Technical Skills***

* MS Office, Mainly **MS Excel** & **MS PowerPoint**
* Internet Application
* MS Word

***Skill Set***

Work Co ordination

Hard Working

***Personal Dossier* :-**

* **Date of Birth :** 28 July 1993**.**
* **Languages Know :** Gujarati, English, Hindi
* **Preferred Location :** Ahmedabad
* **Gender : Male**
* **Hobbies :** Listing music, Traveling, Visit Natural Places,
* **Marital Status : Unmarried**

**Yours Faithfully**

**NILESH NAI**