Shelan patel

Age 42

Married

[**Shelan.patel@gmail.com**](mailto:Shelan.patel@gmail.com)

9825455778

**Objective**

*To work for an Organization where I would use my skills which I have learnt & to add value and grow with the organization. Work with dedication, determination and with a positive attitude towards the high spirited success and recognition*

**Professional Experience**

***May 2015 – May 31 2020***

**Marketing Manager Concept Hyundai & Concept Jeep**

* Leading a team for marketing and promotions for the wide range of Hyundai & Jeep products
* Preparing reports and submitting to Hyundai & Jeep
* Plan events for Jeep in entire Gujarat
* Making marketing plan for every month for Hyundai & Jeep
* Guiding my team as to how to generate more enquires via marketing for Hyundai & Jeep
* Planning and executing corporate ,housing, society ,banking events, mall events
* Designing brochures, leaflets and news papers ads
* Creating awareness about Hyundai products through social media ,FB,Twitter,linkedin ,etc
* Generating more inquiries to boost sales for Hyundai & Jeep
* Meeting with vendors & negotiations for Hyundai & Jeep
* Making festive creative for customers greet for Hyundai & Jeep
* Arranging customers meets every month
* Show room decoration for all 5 locations , Ahmedabad SG,Vishal,Narol, Surendranagar & Limbdi ( For Hyundai) & Jeep Ahmedabad

***Apr 2011 – April 2015:* Search King India Pvt. Ltd, India, Ahmedabad, Gujarat**   
 **Operations & Corporate Policy & Compliance**

* Verify employee rolls by collecting and handing out all employee payroll / bonus / commission or any other company authorized compensation checks,
* Become familiar with our corporate policies and procedures and make sure they are understood and adhered to by all executive level staff,
* To make sure all the payments like rent, all personal tax,liabilities,personal dwellings ,internet connectivity ,mobile phone activation ,car/two wheeler payments are done on time.
* Monitor and maintain personal finances, to make sure it carries sufficient balance so as to clearing the due payments every month
* Help to focus in business ,expansion of business, sales
* Updating the weekly reports
* Keep a check on the company web sites, typing e-mail,skype,blog posting ,facebook etc

***Jan 2008 - Mar 2011:* Franchisense (I) Solutions Pvt.Ltd, India, Ahmedabad, Gujarat**   
 **Business Development & Operations**

* The job profile included tie ups with the companies like Titan, Kerala Ayurveda Ltd, Mobile nxt, Software Technology Group, etc
* Marketing the franchises to people having an urge to expand their business through the franchising mode
* Tapping the potential investors for taking up franchises in Gujarat.
* Planning tours and presentations for investors in different cities
* Preparing ROI - Return On Investments for the companies
* Visiting the franchises and keeping a check on the daily operations

***Jan 2006 - Dec 2007:* E-mall InfoTech Pvt.Ltd, India, Ahmedabad, Gujarat**   
**Asst. Regional Manager - Channel Sales**

* Handle entire Gujarat Sales & Marketing activities in the dealer network
* Sales of Laptops & Desktop PC's of all the brands like Lenovo, Acer, Sony, IBM, Zenith, Cubit, etc to the dealers, small vendors of computers catering with all kinds of brand products.
* Updating the daily reports
* Arranging meetings with the local dealers
* Planning tours and meets with the dealers in other cities of Gujarat
* Taking daily updates from the team regarding their visits and sales

***Jun 2002 - Dec 2005:* HPCL (Hindustan Petroleum Corporation Ltd), India, Ahmedabad, Guj**

**Administration & Operations**

* Handling the administration part of the purchases made by companies for petrol, diesel, oil, and other petroleum products,
* Preparing their file notes of the customers & also handling the presentations etc.
* Follow ups for allocating petrol pumps to the desired customers
* Customer valuation of their land, land condition, financial power, to survey on if a suitable pocket for the company to invest
* Keeping the daily record of sales of petroleum products  
    
  ***Jul 2001 - May 2002:* Indyatickets (Indya.com - Star TV Production Limited) , India, Ahmedabad, Gujarat**   
  **Operations and Customer**
* Handling the call center and the customer care department,
* Updating the systems software’s
* Visiting the cinema malls for blocking movie tickets
* Keeping a check on the courier service
* Calling customers to confirm received their tickets
* Visiting to the malls and shops where kiosk installed
* Trouble Shooting software and hardware issues

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| **Education** |
| |  |  | | --- | --- | |  | ***May 2005 - Jun 2006:* Manipal University MBA , Human Resources and Marketing**   ***Jun 2000 - Jul 2001:* Karnataka, Manipal University, India Post Graduation in Information Technology**   ***Jun 1997 - Apr 2000:* Gujarat College Bachelor, Accountancy**   ***Mar 1996 - Apr 1997:* A G High School High School, H.S.C**   ***Mar 1994 - Apr 1995:* St.Joseph's High school (Rajasthan) High School, S.S.C** | |
| |  |  | | --- | --- | |  | ***IT Skills -***  Operating Systems - Windows XP, Vista ,Windows 7,windows 8  Office Tools - MS Office, Photoshop  ***Soft Skills* -**  Punctual  Presentable  Good Inter-personal Skills | |
| **Honors and Activities** |
| |  |  | | --- | --- | |  | ***Aug 1999:* AIESEC [Alumni]**  AIESEC an International student’s organization placed in 85 different countries including India and other 11 different cities (Local chapters). AIESEC world’s 2nd largest NGO gives International Traineeships to graduates, I was working for the SN (sending nominee) department dealing with marketing, Fund raising, dealing with the corporate sector, NGO's, and taking care for the International trainees coming to Ahmedabad through AIESEC for the traineeship, marinating finance. Was appointed as the VP-Finance for the recruitments 2000 .I was also give the charge of hosting the national conference JNC-June National Conference 2003 as the OCP-Organization Committee President, I being a part of it also having good proficiency over Hardware Assembly and Networking, I worked as IS (Information Systems) Manager, taking care of Networking and Database Management of the Local committee. | |

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| **Hobbies: Philately, coins & currency collection, Pencil curving** |