

Curriculum Vitae

CORRESPONDANCE ADDRESS :

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The objective is looking for a platform that enables me to use my expertise, skills, and broadened my horizon.

- **Personal attributes:**

Self-motivated and can act on initiative.
Can quickly learn in a consultative and complex industry
Excellent negotiation and problem solving skills.
Flexible with working hours.
Adaptable and have a positive attitude towards change.
Motivated, persuasive, and goal-oriented.

SUMMARY INFORMATION

Multitask efficiently and have great interpersonal skills

Excellent customer service ability

Reliable, friendly and quickly learns and maintains new concepts and skills

Passionate about helping customers and creating a satisfying shopping experience

- **Areas of expertise**

Business Development
Accounts Management
Product Demonstration
Brand Awareness
Cold Calling
Manage Pipeline

Work Experience:

1. **Grainspan Nutrients Pvt Ltd**

Position Title: Credit Control Head
Duration : 28th June, 2021 to till date
Reporting to: Management / CEO

Responsibilities

- Responsible for meeting targets in monthly receivables and keeping bad debt to a minimum.
- Cash flow forecasting – weekly detailed forecast by every sales invoice for 8 weeks ahead, comparison to previous week and major movements.

- High volume of calls and emails chasing from debtors.
- Liaise with CEO / C.A regarding overdue/disputed accounts
- Disputes review on a weekly basis with escalation to account managers and directors as appropriate
- Assessment of creditworthiness of potential and existing customers, including determining credit limits and payment terms
- To create new client accounts and set-up in the system when required
- Coordinate with legal counsel to send legal notice to the defaulting client to recover non-payers.
- Issue Credit and Debit Journals when required

2. Splenor Starch LLP

Position Title : Marketing Executive
Duration : 15th October 2020 to 31st May, 2021
Reporting to : Managing Director

Responsibilities

- Conceive and develop efficient and intuitive marketing strategies.
- Travels to meet clients and attend conferences, industry events, and seminars
- Communicate with target audiences and build and develop customer relationships.
- Organize and attend events such as conferences, seminars, and exhibitions
- Maintain and update customer database..
- Evaluates sales reports and compiled the details of customer sales.
- Monitor competitor activity and brainstorm potential improvements or changes in marketing strategy, products, or services.
- Identify ways to increase sales of client's products and services.

3. Organization : Santosh Starch Products Ltd
Position Title : Senior Business Development Executive
Duration : 8th September 2017 to 31st August 2020
Reporting to : Managing Director / Vice President

Duties

- Identifying, researching and targeting new business prospect
- Liaising with new and existing clients over the phone and meeting them face to face
- Gaining new appointments from the hot and cold leads.
- Managing and maintaining database of potential clients
- Developing strong working relationship with prospective new clients.
- Producing monthly pipeline reports for management purposes.

Experience & Key Competencies

Business Development Skill:

- Able to identify and qualify potential new clients.
- Experience of and able to communicate effectively with key decision maker
- Ability to recognize buying & closing signals.
- Preparation of tenders for new business

- Knowledge of how to cleanse and maintain prospect and customer records on the database.
- Experience of working targets.

Achievement:

Visited Global Gypsum 2019 in Malaysia having commercial exposure for international vendors.

- 4. Organization : Sumip Composites Pvt. Ltd**
 Position Title : Business Development Executive.
 Duration : 16th November 2015 to 31st August 2017
 Reporting to : Managing Director

Work Profile :

- Cold calling to arrange meetings with potential customers to prospect for new business
- Making accurate, rapid cost calculations and providing customers with quotations
- Responsible for providing detail information of the product and services of the organization
- Perform the tasks of calling prospective customers and developing business relationships with meeting industry associations
- Making Accurate, rapid cost calculations and providing customers with quotations
- Operate ERP System
- Operate Internet-Email Also.
- Responding to incoming email and phone inquiries
- Perform the tasks of handling Client services issues and monitoring Client business plans.
- Established and maintained good public relations and networking within the community to develop new business.
- Handle the tasks of serving as the first point of contact to prospective partners and customers
- Handle the tasks of communicating with business units to develop cross-selling opportunities
- Gaining a clear understanding of customer's business and requirements.
- Cold calling to arrange meeting with potential customers to prospect for new business.
- All Activity Handle related to Administrative Level.

- 5. Organization : V – Light**
 Position Title : Business Associate
 Duration : 01st June 2013 to 31st October 2015
 Reporting to : Director

Work Profile :

- Handle responsibilities of interacting with interior and architect.
- Provide Interior and Architect with product information and demonstrate product features.
- Perform responsibilities of developing and implementing effective business solutions through analysis of data and business process.
- Handle the tasks of supporting and monitoring new business opportunities.
- Perform the tasks of handling distributor services issues and monitoring distributor business plans.
- Handle the tasks of communicating with business units to develop cross selling opportunities.
- Responsible for handling sales queries and update the same to the concern person
- Responsible for providing detail information of the product and services of the organization.
- Responsible for identifying and assisting with cross-sell opportunities
- Focused on opportunities to strengthen client relationships.

- Established and maintained good public relations and networking within the community to develop new business.
- Handle the tasks of serving as the first point of contact to prospective partners and customers
- Generate Purchase Order from and Dispatch all products.

6. Organization : Lit Lighting

Position Title : Business Associates

Duration : January 2010 to 31st May 2013

Reporting to : Director

Work Profile :

- Handle the tasks of serving as the first point of contact to prospective partners and customers
- Responsible for providing detail information of the product and services of the organization
- Perform the tasks of calling prospective customers and developing business relationships with meeting industry associations
- Handle responsibilities of interacting with senior sales team to achieve new-booked business and industry partnership quotas
- Responsible for handling sales queries and update the same to the business executives
- Perform the tasks of evaluating, interpreting and analyzing data and business processes
- Responsible for monitoring internal sales functions and ensure that the key pipeline accounts are managed and serviced effectively
- Perform responsibilities of developing and implementing effective business solutions through research, audit and analysis of data and business processes
- Handle the tasks of supporting and monitoring new business opportunities
- Perform the tasks of handling distributor service issues and monitoring distributor business plans
- Responsible for identifying and assisting with cross-sell opportunities
- Handle the tasks of communicating with business units to develop cross-selling opportunities
- Operate Internet-Email Also.
- Generate Purchase Order from and Dispatch all products
- Handle Inventory
- All Activity Handle related to Administrative Level.
- Operating Account Software Tally ERP Version 9.2

7. Organization : M/s. Y and H Patel Finance Ltd

Position Title : Personal Assistant to Chairman

Duration : 1st November, 2000 to 30th November, 2009

Reporting to : Chairman / Managing Director

Work Profile :

- Maintaining Reports, MIS for weekly Meetings and Monthly reviews.
- Reports direct to Chairman.
- Handle all duties regarding for Loan
- Keep a track on team's attendance.
- Take Report to Marketing People than give a daily basis work and follow up next day.
- Handle Daily Petty cash

- Discuss with Chairman for daily output and reports
- Support to Recovery Manager every Saturday also.
- Solve Quarry to any customer.
- Update new Finance Scheme.
- Operate Internet-Email Also.
- Support to Account Manager Also.
- Aware Tele-Marketing Also.
- Operate Money Software.

8. Organization : M/s. Electronics & Control Power Systems Pvt. Ltd

Position Title : Assistant to General Manager

Duration : 15th March 1993 to 05th October 1999

Reporting to : Branch Manager / General Manager

Work Profile :

- Maintaining Reports, MIS for weekly Meetings and Monthly reviews.
- Ensuring that the productivity of teammates & others meet the target and doing DS entries for the same.
- Taking inbound supervisory calls and making call backs to customers about managerial issues.
- Briefing the agents on any new updates changes about the process.
- Provide on-floor training to the agents.
- Keep a track on team's attendance.
- Participating if effective to ensure utmost quality in service delivery and deliverable.
- Participating in Quarterly HR meets for discussing news hire policies.

• ACADEMIC CREDENTIALS :

EXAM	NAME OF SCHOOL/ COLLEGE	YEAR OF PASSING	PERCENTAGE
10 TH	Vishwabharti High-School	1987	52.50%
12 th	Vishwabharti High-School	1989	57.00%
B.A	G.L.S Arts College	1992	47.00%

• OTHER QUALIFICATION :

EXAM	NAME OF SCHOOL/ COLLEGE	YEAR OF PASSING	PERCENTAGE
Diploma In PC-Software Application	Datamatics Corporation	1991	" A " Grade

• SPECIAL MERITS & CERTIFICATE:

- Participated and won in the 100mtrs Race at all Gujarat inter state competition During 10th standard
- NCC Cadet for a duration of 1 year during 10th standard and attended the National integration Parade at PONDICHERRY.

• STRENGTHS

- Hardworking, Patient attitude and like taking responsibilities.
- Enthusiastic in taking up new challenges

- ☐ Innate confidence that I would never let my superiors down as far as work is related.
- ☐ Have a global mindset to work in a knowledge sharing and team oriented environment.
Strong sense of initiative with good leadership skills.
- ☐ Ability to work independently and contribute effectively to team initiatives
- ☐ Knowledge of using general office software applications.
- ☐ Proficiency in MS-Excel , MS Word.
- ☐ Problem Solving, inquisitive mind, mental strength and flexibility.
- ☐ Hardworking, Patient attitude and like taking responsibilities.
- ☐ Enthusiastic in taking up new challenges
- ☐ Innate confidence that I would never let my superiors down as far as work is related.
- ☐ Have a global mindset to work in a knowledge sharing and team oriented environment.

- **HOBBIES:**

- ☐ Reading
- ☐ Traveling