

**Devarshi Jani**  
**s/o Mr. Dinesh Jani**  
**Talwara**  
**Banswara, Rajasthan 327025**  
**M: +91 8849126321**  
**E-Mail- [janidevarshi15@gmail.com](mailto:janidevarshi15@gmail.com)**  
**Date of Birth: 24\03\1994**

## EXECUTIVE SUMMERY

A Skilled and diligent sales coordinator with knowledge of handling multiple task at once. Responsible for providing support to sales team and customers during the sales process. Seeking a challenging position to utilize my skills and knowledge.

## ACADEMIC DETAILS

Course	Year	Institute	Percentage
MBA(Finance &IB) Dual Specialization	2015	Pacific University, Udaipur(RAJ)	71.50
B.Com	2013	Pacific University, Udaipur	74.28
HSC	2010	New Look Central School ,Banswara	59.04
SSC	2008	Vidhya Niketan Se condry School Banswara	65.33

## EXPERIENCE

### • Asandas & Sons Private Limited (HyFun Foods ):( July 2017 to Present )

**Organization Profile:** Manufacture & Exporter of Frozen French Fries & Potato Specialties

**Designation:** Sales Coordinator

**Location:** Ahmedabad (Head Office)

### Working Profile:

- To be a responsible interface between the company and the sales team to convert the potential customers enquiries into reality by making sure the customer has a complete understanding of the product, .
- Compiling Primary Targets From Sales Team
- Tracking & Compiling Secondary Sale .
- Order Punching &Tracking.
- Make the report Target VS Achievement with Final Sales Data & Submit to GM-Sales & Director .
- Clearance of T.A and D.A of the sales Team and Sanctioned them to account department.
- Maintain of the Sales Promotion Budget ( Sales VS Claim )
- Performance Appraisal reports for the sales team all over India on the Target Achieved & Submit to HR Department
- Knowledge of Tally ERP .9 / ERP System ( Odoo , Field Assist & SAP 1)
- Prepare all types of Sales Reports.
- Prepare Employee P& L ( Manpower Costing )
- Prepare LY-CY Comparisons of Food Service & Modern Trade
- Prepare Sales Team & Promoter Incentives

- Preparing Proper MIS Reports (Daily/Weekly/Monthly).
- Clearance of Distributor Claims & Sanctioned them to account department.
- Coordinating with All India sales team for sending mailers to clients, catalogues availability, material dispatch..
- Coordinating with All India sales Promoters regarding offers, sampling etc .( In Wall -Mart Store )
- To monitor collections from the parties strictly as per the company defined policy towards the customer' s credit or specific agreement and be result oriented in collection.
- Compiling Distributors Documents
- To communicate with different divisions i.e.-HR, Commercial, Marketing, Plant, Stores, Logistics, etc. on regular basis for different needs.
- Handling of administrative work. Pricing Updating, Dispatch Summary
- Other assignments given by the Management from time to time.

• **Khushi Foods Ltd : ( Mar. 2016 to June 2017 )**

**Organization Profile:** Manufacture & Exporter Of Dehydrated Vegetable, Spice, Fruits & Agro Products.

**Designation:** Domestic Sales ( Inside ) & MIS Executive ( B 2 B )

**Location:** Ahmedabad ( Head Office )

**Working Profile:**

- Prospects for online search new clients and turn this into Increase Business.
- Draft Introduction Mail & Send Samples according to Client Requirement ( Both Domestic-Export )
- To Take Purchase Order From Clients According to their Requirement
- Make Market Report Analysis & SNS ( MIS)
- Good in follow -up of Payment & Dispatch
- Preparing generating MIS Reports (Daily/Weekly/Monthly).
- Compiling Primary Targets From Sales Team
- Tracking & Compiling Secondary Sale
- Compiling Distributors Documents
- Checking Employee Expenses & Approval
- Filling & Documentation checking for Distributor Claim
- Compiling NOC & Sales Report

• **Sojatia Group of Education(Part Time)**

**(July 2013 - June 2014)**

**Organization Profile:** A Commerce Institute in Rajasthan

**Location:** Udaipur

**Designation:** Business Development Executive (Administration Executives)

**SUMMER INTERUNSHIP**

**1. RAJASTHAN SPINNING & WEAVING MILS.**

**( June 2014 - July 2014)**

Title: - “ ANALYSIS OF WORKING CAPITAL MANAGEMENT ”

- During training conducted a comparative study of Assets and Liabilities of RSWM LTD.
- Effectively liaising with client for Public relationship

**2. ANJANI RAKESH & ASSOCIATES**

**( January 2013-April 2013 )**

Title:- “AN AUDITOR ”

- During Training Compare study of Tax ,Vouching ,Auditing , New Vendor, E return.
- Worked as Internal Auditor & Auditing of The Danik Bhasker News Paper and BSNL

**DECLARATION**

I hereby declare that the above-mentioned information is true to the best of my knowledge

Devarshi Jani

