

**JAYSHREE D.THAKOR**

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**Job Objective**

A Challenging position in dynamic and progressive company where my creative talents & innovative capabilities can be efficiently utilized.

**CAREER DEVELOPMENT**

<b>Company Name : Bhavya Machine Tools</b>	<b>(Month2016 - Continue)</b>
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**Company's Profile** – Bhavya Machine Tools is one of the leading suppliers & exporters of machine tools in India, having well skilled staff of 50+ professionals. Bhavya machine Tools head office is located at Ahmedabad, Gujarat, India. Bhavya Machine Tools mainly deal in Workshop Machinery, Sheet Metal Machines, Wood Working Machines, Automobile & Garage Machines, Plastic & Printing Machines, Welding Machines, Food Processing Machines as well as Special Purpose Machines.

**Job Description : Sr. Executive - Sales Operations****1. Order Executions & Problem solving (Domestic & Export) :**

- Understand the Customer requirement
- Preparing Quotation & Follow up for order
- Making Per forma Invoice; DIF
- Coordination with Showroom team for machine delivery
- Payment follow up with Customer
- Solve services related problem
- Follow up with Customer for New order generation
- Coordination with Sales team for Online Inquiry

**2. Reports and MIS :**

- Prepare the daily work reports
- Prepare the client wise and order wise reports
- Prepare the Products wise sales report
- Check the sales team report and make the analysis
- Prepare the weekly & Monthly review MIS and send the TOP management
- Prepare the Meetings MOM

**3. Marketing & Branding :**

- Coordination with sales team and Provide them marketing supports
- Co ordinations with out side party for participate in exhibitions
- Understand the new products and send the Information to Prospect customers

- Send the corporate Communication to Customers
- Managing and update on company website and other social and professional website
- Attend the management training

**Company Name :Nordson Xaloy Asia**

**(Month 2013- Month 2016)**

**Company's Profile** – Nordson Xaloy Asia (Thailand) Ltd", our company name has changed from Xaloy Asia (Thailand) Limited to Nordson Xaloy Asia (Thailand) Limited. Xaloy become part of Nordson Corporation, USA. Xaloy inventor For more than 80 years, Nordson XALOY offers the highest quality in barrels, high performance screws, pre assembled plasticating systems, heat transfer rolls, melt pumps, screen changers, pelletizers, and cleaning ovens.

**Job Description : Executive - Sales Operations**

- Preparing Invoice copy of equipment and machines
- Preparing weekly Production file
- Update weekly getting ready parts status to customers
- Follow up with clients shipment mode & forwarder details
- Follow up about due payment of shipment parts
- Coordinate with our export team like shipping documents, shipping details etc.
- Coordinate with Factory about propone or delay parts requirement
- Doing marketing activity like a new product launch marketing email, Upcoming Exhibition mail.
- Preparation upcoming exhibition work like stall design; stall material, catalog arrangement etc....
- Administrate all back office and front office related matters

**Company Name : MACHT EXIM LLP (2010-2013) (Ahmedabad, Gujarat)**

**Position : Admin & Sales coordinator**

**Company's Profile** - MACHT EXIM LLP ", is the one of the biggest Machine Tools & Sheet Metal Distributor in Ahmedabad (ISO 9001:2008 Certified Company) ,MACHT is authorized distributor of DMTG product's in India, DMTG (Dalian Machine Tools Group) is the strongest and most powerful manufacturer of machine tools and key components in China. They produce approximately more than 50000 machines every year their products ranges are All Geared Lathe, Flat Bed & Slant Bed CNC Lathe, All Geared Radial Drill, VMC, VTL, Turret Milling etc. Macht exim LLP are also having wide Product Range like Universal & Horizontal Milling, Surface Grinders, Hydraulic shearing Machine, Press Brakes, Plate Rolling Machine, Section Bending Machine, Plate Rolling machine, Pipe Bending Machine and Iron worker.

**Job Description:** Sales coordinator administration

- Preparing the Pro forma invoice copy of various equipments and machineries,
- follow ups with clients regarding the Machinery Enquiry
- Send proposal to the clients as per the guideline of company.
- Track all the data related buyers.
- Administrate all back office and front office related matters.
- Daily reports to the senior.

**Company Name : TATA Indicom (2007-2010) (Ahmedabad,Gujrat)**

**Position : Back Office Assistant (Team Leader)**

Company's Profile - **Tata Teleservices Limited** spearheads the Tata Group's presence in the telecom sector. Incorporated in 1996, Tata Teleservices Limited has also become **the first Indian private telecom operator to launch 3G services in India** under the brand name Tata DOCOMO, with its recent launch in all the nine telecom Circles where it bagged the 3G license. In association with its partner NTT DOCOMO

**Job Description :** Back office administration

- Handling Inbound and out bound queries of the customer.
- Customer Relation.
- Handling retention department, Bills disputed inquiry,
- MIS making
- Help customer to Waive off

**EDUCATION**

Year	Degree	University
March - 2001	S.S.C	G.S.E.B
March- 2003	H.S.C	G.H.S.E.B
March- 2006	B.Com	Gujarat University
April-2009	M.Com	Gujarat University

## COMPUTER SKILLS

- MS Word, MS Excel, MS PowerPoint, Internet savvy

## LANGUAGES

- English ,Hindi and Gujarati

## Strengths

- Positive attitude
- Thrust of Knowledge

## PERSONAL DETAILS

- **Date of Birth:** Dec 5 , 1986
- **Husband s Name:** Mr.Dhaval Thakor
- **Marital Status:** Married
- **Nationality:** Indian

Date: \_\_\_\_\_

(JAYSHREE THAKOR)