



## MIHIR JADIYA

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### Personal Details

- Date of Birth : 22/03/1997
- Nationality : Indian

### Objective

A versatile, systematic and hardworking professional Who always preserves to achieve the best possible results, Proven ability to handle and complete tasks to the premier standard, with a thorough attention to detail with the added ability to work on own initiative and as part of a team with the addition of a team player, leadership skills involving managing developing and motivating team to achieve their goals.

### Experience

- **Sales & Marketing Manager** 22 Mar 2022 - 1 Nov 2022  
B capitals
  - Developing client-centric solutions, deliver and present sales proposal on service features and benefits.
  - Maintain B2B client relationship within assigned territory. Prospecting, cold calling for new customer to increase client base.
  - Working closely with operations teams to provide satisfactory service.
  - Following up with clients on regular basis to check and full-fill their business requirements.
- **Sr. Team Leader** Dec 2020 - Mar 2022  
Smart Link Telecom Trading L.L.C(Du Authorised B2B Partners)
  - Builds business by identifying and selling prospects; maintaining relationships with clients.
  - Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
  - Sells products by establishing contact and developing relationships with prospects; recommending solutions.
  - Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
  - Consistently met monthly target in both sales and accumulation of New accounts.
  - Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
  - Prepares reports by collecting, analyzing, and summarizing information.
  - Maintains quality service by establishing and enforcing organization standards.
- **Manager** Nov 2019 - Oct 2020  
Divine Tours & Travels
  - Deal in with tour booking.
  - Respond to walk-in and call clients.
  - Arrange travel for business and vacation customers. Determine customers need preferences, such as schedules and cost
  - Giving advice about local weather and conditions.
  - Maintaining customers information for future transactions.

- **Outlet Manager**

Oct 2017 - Nov 2019

The Waffling Station

- Maintaining a full stocked inventory.
- Managing orders reservations as well as ordering food supplies, as needed.
- Assisting in resolving employee issues.
- Delegating tasks and supervising the staff's performance.

- **Manager**

Jan 2016 - Sep 2017

Bhavesh Retails

- I Worked as a store manager, where my role was meeting, greeting with the visitors at all level of seniority.
- Maintaining hard copy files of all correspondence with clients.
- Having a genuine interest in other people and willingness to help
- Accurate typing and literacy skills.

## **Education**

- **High School**

St Xavier's High School

## **Skills**

- Proficient in MS OFFICE TOOLS such as MS WORD, MS EXCEL AND MS POWER-POINT
- Excellent Communication and inter-personal skills
- Adaptable in working as team-player as well as shouldering responsibilities individually.
- Time management ability.
- Quick learner
- Approachable to meet new challenges.

## **Achievements & Awards**

- Honored with Certificate on Achieving monthly targets.