

RESUME

Avinash Makwana

Sales coordinator (Dispatch Department – Head Office) Ahmedabad, Gujarat

Mob No - 9601400440

Email Id - avimak235@gmail.com

Looking for challenging job where I can contribute my knowledge & experience for the Development of the organization and continuously learn & grow with a dynamic and progressive organization.

Work Experience

Sales Admin

Havmor Ice-Cream Ltd. - Ahmedabad, Gujarat

June 2018 to Present"

- Our company (Havmor) is Ice cream making Company & Sell in Pan India.
- My role is Dispatch Deep Freeze Machine to Dealers/Distributor in all states.
- Receive Data from Sales Person through Tablet or/Hard copy or Distributor side, confirm Payment status than raise Delivery challan/Purchase Order in SAP Software.
- Send Purchase Order to Vendor via mail with PO Copy.
- From Dealer side if any issue about his Deepfreeze we raised Complain & Forward to Technical Department.
- Also, if Dealer wants to change Machine than we are also supporting to change Machine & Provided New or Good Condition Machine From our Depo in Pan India.
- Sometimes We need a follow up with Vendor for Not Dispatch on time in any state due to stock not available at that time we are arranging Temporary base machine to Local Dealer.
- Second Part, we are Providing Refund Deposit amount if dealer not interested to continue with Havmor Ice Creams that time we collect Termination form from sales executive, Check Properly amount mismatch or not, Shop Owner details are filled or not after we submit in A/C Department for further Process.
- Third Part, we are Checking Transportation Claim means Machine are Transferred to one place to another place which cost pay our company.
- Making Monthly report of Deep Freezer Old Stock/New Stock at Depo (Naroda) also Providing Pending New Machines Delivery report to Vendor.

Process Associate (Billing Executive)

CrystalVoxx Limited - Ahmedabad, Gujarat

June 2016 to May 2018

- Work on US Medical Insurance Project
- Using Software IMS, Enter CPT, Diagnosis Code, Procedure
- Check Eligibility of Patient's Insurance
- Also work on Payment Posting

Process Associate (Back Office Executive)

I link Info-soft Pvt Ltd - Ahmedabad, Gujarat

September 2011 to April 2016

- Coding for making tax form by using software.
- Check update for new and latest tax form.
- Maintain data of all new and old tax form of US Government and provide when management required.
- If new tax form not available then search on Google and other social networking sites.
- Also done all kind of back office work like maintain data and other reports etc.

Customer Service Representative

Azure Knowledge Center - Ahmedabad, Gujarat

June 2009 to August 2011

- Answer phones and respond to customer requests and provide information verbally clearly and effectively.
- Transfer customer calls to appropriate staff
- Identify, research, and resolve customer issues using the computer system.

Education

B. Com

Gujarat University

March 2008

Skills / IT Skills

- MS office (11 years)
- SAP Software (2 years)

Additional Information

- Self-confident and Goal oriented
- Believes in perfection and accuracy

Personal Details

Home Town: Ahmedabad

Permanent Address:

1 Mahalaxmi row house near Jatan school,
Jasoda Cross Road, Ahmedabad-382445.

Gender: Male

Marital Status: Married

Date of Birth: 08-Jul-1988

Nationality: Indian

Yours's Faithfully,

(Avinash Makwana)