**CURRICULUM VITAE**

# Chirodiya Aditya Arjanbhai

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**PROFILE SUMMARY**

* A result oriented professional having inclination towards Sales -Administration as a career.
* An adaptive professional with the ability to act according to the circumstances and to derive desired performance.
* Great facilitator, motivator, counselor & coach, have good interpersonal skills to get among team players and to guide them to the right path, eventually turns out to be a good leader.

**CAREER OBJECTIVE**

* To work in challenging environment, this will help me in exploring and developing my practical skills. I would like to look forward to the benefits of the organization and then work assign to me. Seeking a challenging and responsible position to make optimum use of my knowledge and experience in the field.
* To secure a position that will lead to a lasting working relationship in the field of Sales.

**WORK EXPERINCE**

**DCW LIMTED (Dhrangadhra) June 2020-ongoing**

# Designation: Jr. Executive (Stores)

**Strategic Role:** Identifying unexploited or new markets for the organization's products.

* Work closely with **partners and senior management** to help develop and execute pursuit plans for significant strategic targets.
* Inviting quotation from suppliers against of our user purchase requisition.
* Verify quotation of suppliers against inquiry.
* Verification of quotation compares quotation of suppliers and makes a Purchase Order of material.
* Handling follow up and reminders for timely deliveries.
* Follow up with Transporter /Courier for material.
* Preparation report of Purchase Dept. Related.
* Co-ordination with Accounts, Dispatch, Production and Maintenance department.
* Verification of GRN before forwarding it to Accounts department.
* Maintain Raw Material, Packing, Consumable Items and Gases Cylinder Stock.
* All types of T-Code in SAP like GRN Process, Service Entry, Reservation & Transfer Posting.
* Handling of Manpower.
* Current CTC 3.24 Lakh Per annum.

**JET FIBRE INDIA PVT LTD(Ahmedabad) Sep 2017- May 2020**

# Designation: Sr. Sales Coordinator

**Strategic Role:** Identifying unexploited or new markets for the organization's products **(HDPE- PP Vessels, Tank),** providing communication between the Production and Client.

* Work closely with **partners and senior management** to help develop and execute pursuit plans for significant strategic targets.
* Administration work (i.e. Handling of subordinates, Motivate them and keep busy in their assigned work).

**Atul Motors (Ahmedabad) Oct 2016 -Aug 2017**

# Designation: Sales Executive

**Strategic Role:** Generate revenue for company, find new opportunity for company.

* Was actively involved in decision-making process together with technical staff and management decision makers, facilitating execution of the sales process.
* Formulated and implemented sales initiatives and marketing strategies as well as new and innovative marketing campaigns; tracked performance to achieve objectives and enhance organization effectiveness.
* Generating clients and **maintain relation** with existing clients

**ACADAMIC QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Year Of Passing** | **College/University** | **%Age/Division** |
| MBA | 2022 | ISBM | 74.00% |
| B.ed | 2017 | Gujarat University | 79.80% |
| B.com | 2015 | Gujarat University | 52.20% |
| HSC | 2011 | GHSEB | 62.00% |
| SSC | 2009 | GSEB | 55.38% |

**PERSONAL QUALITIES**

# Presentation skill

* **Enthusiastic & committed to maintain quality & efficiency.**
* Fast & self-directed learner, work efficiently, **independently or as a team player**.
* Strong communication & problem solving skills.
* Enjoy new challenges & **willing to take on extra responsibilities** to get work done.

**COMPUTER SKILLS:**

* Platform: Windows
* Office Automation: MS Word, PowerPoint, Excel
* Tally ERP , SAP (M M MODULE)

**HOBBIES AND EXTRA ACTIVITIES**

* **Meeting people**, Socializing
* **Computers**, Internet surfing

# Travelling

**LAUNGAGE PROFICIENCY**

English, Gujarati and Hindi

**PERSONAL DETAILS**

* + Date of Birth 16th February 1994
  + Marital Status Married
  + Father's Name Mr. Arjanbhai Chirodiya
  + Gender Male
  + Nationality Indian

**DECLARATION**

* + I hereby declare that the above mentioned information is true to the best of my knowledge.

Aditya Chirodiya