JAINI R SHAH

B/301,AMI APPARTMENT,NR PRERANATIRTH JAIN TEMPLE,JODHPUR,SATELLITE,A’BAD-380015

**M:-09978718988**

**Email:** [**jainishah86@gmail.com**](mailto:jainishah86@gmail.com)

**Birthdate: 11th Jan 1986**

## PROFESSIONAL PROFILE

*A recent post graduate with excellent qualifications and valuable experience of customer service, management and team leader gained in a diverse range of environments who is now looking for a new and challenging opportunity. Demonstrates the ability to lead and motivate the team to satisfy all requirements and can be relied upon to work independently without supervision. Able to work well on his own initiative and to demonstrate the highest levels of organisation and prioritisation required to meet tight deadlines. Possesses excellent interpersonal skills and can communicate concisely at all levels.*

## EDUCATION AND QUALIFICATIONS

**M.COM:** Master of commerce from university of Gujarat (2009)

**B.COM:** Bachelor of Commerce from University of Gujarat (2007)

Including: Accounting, Economics, Law and Management

## FURTHER SKILLS

**I.T. Proficiency:** Word, Excel, PowerPoint, Internet, Tally ERP-9, SAP

**Languages:** English, Hindi, Gujarati

## 2022-2023

## (July 22 to till date)

**Working with Suvarnakala Pvt Ltd as an Executive assistant to Director.**

Office management.

Calendar of meetings.

Travel arrangements.

MIS reports.

Being a part of events.

Coordinate with internal departments.

Handling HR and requirements part.

Vendor arrangements.

Coordinate with the Customer service and marketing team.

Regular visit at all located stores in Ahmedabad.

Make a Presentation as and when required by management.

## 2020-2022(June 20 to May 22)

Working with **Macons Equipment pvt ltd as a sr.sales coordinator cum Executive assistant**

Make a new customer contact create in CRM

Order processing

Follow up with clients for quotations & complaints

Payment follow ups

Despatch coordinations

Presentation preparation

MIS reports ( As required from upper level)

Making price list & same as updated in system

Making travel arrangements (As & when required)

Participants in events & coordinate with branding & marketing department.

Complete SCM channel to engage with clients/vendors/distributors/production team

Update to send daily reports

Monthly/Quarterly meetings with sales head

Making sales team target reports

Sales team & sales head-monthly expenses check & verify with data and coordinate with account department.

**Executive Assistant**

Flights/CAB/hotel booking for Sales head & management.(As and when required)

Meeting arrangement.

Facility management.

Confidential data filing.

Answering calls and Email on behalf of Managing director.

Office management.

## 2018-20

Working with Monarch Networth Capital Ltd As an Accountant assistant [March-2018 to may 2020]

Daybook keeping

Purchase/sales entry,vendor payment,jv

Petty cash,vouchers,

MIS on monthly basis(prepaid/provision/Assest)

Handling other sub / group company account

GST Reconciliation (GSTR-2A)

Filing GST Return (Monthly Basis) GSTR-1 & 3b

## 2015

**Working with Magic building Solutions as a Business Development Officer Cum Sales Co-ordinator**

**(Dec-2015 to Jan-2018)**

∙ Analyze current and past expense budgets, sales, product deficiencies, and revenues.

This enables you to provide recommendations for the company’s growth and resolution of problems.

∙ Engage in market research in order to identify new opportunities for business.

∙ Explain to potential customers about the various benefits offered by company products or services following them up so as to close the business deals.

∙ Respond to queries and complaints from clients as regards the company’s products; this should be done in a timely fashion.

∙ Develop business proposals for existing and new customers

∙ Develop innovative strategies for retaining clients this includes undertaking interviews in order to get feedback and incorporate it into the growth plan.

∙Prepare annual budget (marketing) and track expenses relating to the budget.

∙Develop comprehensive knowledge about the business and its development practices, its marketing

Activities, prospective clients, and the trends for the industry

∙ Establish a knowledge storehouse of clients, referrals, REPs, presentations, and prospects

∙ Participate in forums related to the industry; conferences and client discussions. In other words, act as a representative of the company

∙ Determine cross-selling opportunities among different offices

.∙Supervise database of client relationship management and utilize the result to manage customers and the mailing lists

∙Hire, guide and train the person.

**2010-2014(March-10 to Dec2014)**

**I have experienced in Automobile COMPANY nameLandmark Honda as an Operation Executive/Admin Executive/Executive assistance at S.G.Highway**

* Prepare All Documents Like Loan & car Finance
* Co-ordinate to sales manager.
* Prepare All Documents Of RTO & Insurance
* Back office work-daily Follow up Of Procurement team
* Organise Events, daily Updates In Social network.
* Making the Price List
* Co-Ordinate To Operation Manager
* Daily Follows by Costumer Care Executive.
* ADMIN
* Handling reception & E-MALL.
* Back office work
* Maintain courier details, Inward & Outward
* Handling calls of Email & Transfer calls(EPBX)
* Tender entry on Portal.(DMS Report)
* P.O.,S.O.,TENDER ENTRY On Portal
* EXECUTIVE ASSISTANT TO DIRECTOR
* Corporate Event Handling
* Tickets booking.
* Documentation

## PERSONAL DETAILS

**Health:**Excellent

**Interests include:**Reading, adventure

**Joining:Immediately**