**KAVITA JADHAV**

**E Mail: kavitajadhav25@yahoo.com**

**Contact No. (M): 07434838998**

**Senior Level Assignments in Corporate sector / Business Development /Marketing / Regional Management with an organisation of repute.**

**Career Objective:** -

I wish to work in an organization that will provide me an opportunity to utilize my knowledge and at the same time aid me in expending it.

My experience has given me a chance to learn and i am capable to cope to work people of different background and I want to utilize my knowledge where my strength can be matched with the requirement of the organization.

**Personal Snippets:**

Date of Birth : 25th April 1985

Mailing Address : C-7/ 304, Shrifal Apartment  
 Opp. Shukan Gold,

Vandematram Gota Road,

New S.G. Highway

Gota,

Ahmadabad -382481

Languages known: English, Gujarati, Hindi and Marathi

Marital Status : Separated

**Education:**

12th commerce pass from Gujarat University, Ahmedabad

Advance diploma in Computer Application and Management from Mumbai

**IT Exposure:**

Well versed with MS Office, Internet.

**Professional Snapshot**

* A competent professional with over 15 years of rich experience in Logistics, Consumer Mfg Industries and infrastructure industries.
* Presently working as a “a Front Desk Officer cum Sales Assistant in “Countrywide Logistics India Pvt Ltd”.
* Proficient in handling commercial documentation, managing administrative and human resources activities.
* Excellent interpersonal, analytical, general administration & negotiation skills with proven track record of achieving numerous cost savings during the career span.

**Organisational Recital**

**Still Continue From March ‘2016, as a Front Desk Officer cum Sales and Admin Assistant in “Countrywide Logistics India Pvt Ltd”**

* Daily Co-ordination with all Branches for General administrative, Human Resource, Marketing & Sales.
* Handling the meetings.
* Follow-up actions on pending Tasks.
* Initiate Follow-up pending issues
* Keeping record of messages which from Customers.
* General Administration of office activities
* Involving in MIS report Generation headed the department analysis of the report, suitable actions & implementation of the same.
* State wise Expense v/s Sales.
* Prepare Daily and Monthly profit and loss.
* Efficiently handled various customers:

**April ‘2005 to March 2015, with MIHIKTA INFRASTRUCTURE as Sales Executive Cum Assistant officer .**

* Co-ordination with all Departments like Operation Marketing & Sales.
* Handling the meetings.
* Follow-up actions on pending Tasks.
* Initiate Follow-up pending issues
* Successfully achieved targets in just half of the period given.
* Played major role to achieve the decided targets in time & convert loss making business in profit making.
* Keeping record of messages which from Customers.
* General Administration of office activities
* Achieved decided targets in time.
* Involving in MIS report Generation headed the department analysis of the report, suitable actions & implementation of the same.

**April ‘2002 to March ‘2005 with GODREJ & BOYES MFG.CO.LTD. As Sales Executive Cum Branch Assistant .**

* Co-ordination with all Departments like Operation Marketing & Sales
* General Administration of office activities
* Efficiently started new customers
* Efficiently handled various customers:
* Successfully achieved targets in just half of the period given.
* Played major role to achieve the decided targets in time & convert loss making business in profit making.
* Developed new Area and achieved new heights in business
* Achieved decided targets in time.
* Involving in MIS report Generation headed the department analysis of the report, suitable actions & implementation of the same.
* Inventory Ageing Monitoring (Monthly).
* Deleted tone wise monitoring (Monthly).
* Quality Yield Monitoring.
* Odd Quantity production Monitoring.
* Deleted SKU wise Production Monitoring (Monthly).
* Discount Deviation SIZE wise for both the Plants.
* Tone /State Wise profitability ratio.
* State wise Expense v/s Sales.
* Prepare Daily and Monthly profit and loss.

**Skills:**

* Discipline
* Enthusiastic
* Positive Minded
* Interpersonal skills
* Good oral and written communication skills
* Numeracy and analytical ability
* Creativity and imagination
* Influencing and negotiation skills
* Teamwork
* organizational ability
* IT skills
* Business and commercial acumen drive and ambition

**Hobbies:**

* Listening music, Travelling, Reading newspaper, Net Surfing.

**Thanking You**

**You’re sincerely,**

**KAVITA JADHAV**