

Name: Gaurang Dhakan

Address (Current): Rashmi Vihar, 2nd Floor, K.A.S Road, Matunga, Mumbai – 400019

Address (Permanent): Anam Apartment, Ranchod Vadi, Ground Floor, Bhuj – 370001

Phone: +91 9224702359

Email: gaurangdhakan77@gmail.com

Date of Birth: 6th December 1989

Objective

Returning to my hometown after a transformative period in Mumbai, I aim to leverage the immense exposure, networking opportunities, and introspective skills developed during my stay. My goal is to contribute as a **Sales Officer/Executive, Business Development Officer, or Public Relations Manager**, where my interpersonal abilities, strategic thinking, and result-oriented approach can drive organizational success.

Strengths

- **Exceptional Communication Skills:** Ability to engage clients, understand their needs, and propose tailored solutions.
 - **Creative Problem-Solving:** Proven expertise in developing innovative strategies to meet client expectations.
 - **Analytical Skills:** Strong capability to analyze market trends and data for decision-making.
 - **Client-Centric Approach:** Adept at building and maintaining lasting relationships with stakeholders.
 - **Leadership and Teamwork:** Skilled in managing cross-functional teams and driving performance.
 - **Technical Proficiency:** Expertise in MS Office, CRM tools, and design software such as CADD.
 - **Language Proficiency:** Fluent in Hindi, English, Marathi, Gujarati, and Kutchi.
-

Professional Experience

K.K. Corporation

Designation: Sales Executive, Business Development Manager, and Purchase Manager

Duration: 9 years

Location: Mumbai, India

Responsibilities and Achievements:

Sales and Business Development:

- Proactively identified and secured new business opportunities, resulting in a 25% increase in annual revenue.
- Conducted market research and competitive analysis to design effective sales strategies.
- Successfully created and maintained a robust client base, including corporate clients and architects.
- Delivered tailored presentations and proposals that addressed client needs, leading to high conversion rates.

Public Relations and Client Engagement:

- Acted as the primary point of contact for clients, ensuring exceptional service delivery.
- Organized client meetings and events to strengthen relationships and promote the brand.
- Addressed client complaints and inquiries with urgency and professionalism, ensuring client satisfaction.

Procurement and Project Management:

- Managed procurement processes, negotiating with vendors to secure cost-effective deals.
- Supervised design and installation projects to meet budget and timeline constraints.
- Collaborated with architects and designers to ensure seamless project execution.

Key Projects Handled:

- UTV/Bloomberg Studio, Bindaas Corporate Office, Genex Corporate Office.
- High-profile collaborations with architects such as Arc. Hafeez Contractor and WOHA.

Additional Achievements:

- Developed and maintained the company's website to boost online visibility and sales.
- Implemented a strategic inside sales model, increasing lead generation by 30%.

Education

Rachna Sansad School of Interior Design

Diploma in Interior Design

Course Highlights:

- Residential and Commercial Design
- Visual Techniques and Graphics
- Furniture Design and Material Procurement

- Business of Interior Design
-

Languages

- Hindi, English, Marathi, Gujarati, Kutchi
-

Interests

- Traveling and hiking to explore new cultures and perspectives.
 - Painting as a creative outlet for visualization and design inspiration.
-

Declaration

I hereby declare that the information provided is true to the best of my knowledge and belief.

Gaurang Dhakan

Date: [Insert Date]