Rajkishore Moharana **E-mail:** [rajubbsr11@gmail.com](mailto:rajubbsr11@gmail.com)

**Logistics Management and Sales Support Specialist** Mobile: 9861127599

**KEY SKILLS:**

Flexibility

Problem Solving

Time Management

Leadership

Teamwork woWork

**PROFESSIONAL KEY SKILLS**

* **sales & distribution mgt.**
* **Mis/Reporting**
* **Office Management**
* **Inventory mgt.**
* **Finance/Accounts**
* **logistics**
* **Administration**
* **Debtors, CREDITORS MGT.**
* **Documentation Coordination**

**CARRER SYNOPSIS**

**Jyote Premier Private Limited (Audi Bhubaneswar)**

* Audi Approved Plus Manager (Jan 2020 to till date)
* Fleet Manager (April 2018 to Till Date)
* Sales Coordinator and RTO Executive (May 2013 to Mar 2018)

**Sunderban Food Products Pvt.Ltd**

* Sales Coordinator (Sep 2011 to May 2013)

**Bake Fresh Biscuits Pvt.Ltd**

* Sales Executive (Jan 2011 to Aug 2011)

**PROFESIONAL SNAPSHOT**

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**PERSONAL**

**Date of Birth:** 28th June 1985

**Language:** Odia, Hindi & English

**Address:** At-Kokal, Po-Gobabasta, Via-Fulnakhara, Dist-Cuttack, Pin-754001

**Location Preference:** Odisha

**Notice Period:** 30 days

**Current CTC: 4.1lakhs**

* LLB from Capital law collage under Utkal University in the year 2013.
* MBA with (Marketing & Finance) from ICFAI National College in the year 2009
* B.com (Mgt. Honors) from U.N College of science & Technology Adaspur under Utkal University in the year2006**.**

**REFERENCE**

1: Rakesh Pany

IT Manager (Audi Bhubaneswar)

Contact: +91-7381058034

E-Mail:it@audibhubaneswar.in

2: Kaibalya Parida

State Head Operation Odisha

Contact: +91-9748762231

E-Mail: paridak@bluedart.com

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**HOBBIES**

**BBIES**

**EMPLOYMENT RECITAL (10Years Plus)**

**AUDI BHUBANESWAR (Jyote Premier Pvt.Ltd.) Jan2020 to till date**

**1: Working as Fleet Manager with an added responsibility of Audi Approved Plus Manager**

**Primary Responsibilities: (Audi Approved Plus Manager)**

* Endeavour to create new modes of leads and conduct trade in events
* Follow standard technical appraisal sheet and document verification
* Check condition of vehicle and repair / replacement of parts required
* Identify good / bad cars, accidental / non accidental cars, identify critical parts and recommend /  determine the correct buying price
* Achieve designated procurement target and carry out lost case analysis
* Ensure 100 Percentage usage of system provided by Audi India for updating  leads and follow up status
* Establish a good liaisoning with the broker /agent in the local market
* Stay updated on the prevailing pre owned car market prices and provide feedback on market prices
* Properly close the deal and complete all purchase related processes
* Build up trust and establish a personal rapport with the customer
* Monitor and control price and lead management
* Monitor vehicle transfer process as per standards

**Primary Responsibilities: (Fleet Manager) April 2018 to till date**

* Arrange fleets and fleet operational staff to provide support and schedule Special Event Planning.
* Offering vehicle financing and insurance to customers and providing them with a thorough explanation of aftermarket products and extended warranties and a complete explanation of manufacturer and dealership service procedures and policies.
* Strategically plan and manage logistics, stockyard, transportation and customer services
* Liaise and negotiate with suppliers, manufacturers, retailers ,and consumers
* Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.
* Perform vehicle registration, insurance documentation regarding the induction of new vehicles in the existing fleet.
* Oversee routine and ad hoc maintenance, obtain tags for new vehicles and renew old ones to ensure schedule fleet management.
* Monitor and ensure fleet operation in compliance with local and state rules and regulations.
* Maintain and monitor the data management systems to organize fleets as per various schedules and requests.
* Streamline and monitor fuel purchase system with the assistance of Fuel Cards for all vehicles and drivers.
* Develop and implement standard operational standards to maintain vehicles by advocating best practices in the industry.
* Plan and prepare an annual budget, expenditures and analyze all financial objectives.
* Facilitate and implement corrective actions and capacity building to manage the entire fleet to achieve company objectives.
* Maintenances of Demo car, Stock Car.
* Send arriving car list to stockyard supervisor to prepare for PDI
* Maintaining records of new car & sending it for PDI.
* Updating stock if any change in a number of units or dates of arrival.

**AUDI BHUBANESWAR (Jyote Premier Pvt.Ltd.) May 2013 to Mar 2018**

**2: Worked as Sales Coordinator and RTO Executive**

**Responsibilities:**

* Helping the sales team to improve their productivity by contacting customers to arrange appointments and ensuring all Sales Representatives have high-quality, up-to-date support material.
* Handling urgent calls, emails, and messages when Sales Representatives are unavailable, answering customer queries, informing them of delays, arranging delivery dates, and scheduling marketing events.
* Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to the finance department.
* Enter Invoice (factory invoice) in sales systems when received
* Enter proforma invoice in sales systems.
* Monitoring all RTO related work like Preparation of documents, Choice No, Correction the Issue, etc.
* Monitoring all POC car Purchase & sales process.
* Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement
* Maintains office staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
* Partner with HR to maintain office policies as necessary
* Organize office operations and procedures
* Coordinate with the IT department on all office equipment
* Assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff.
* Monitor and maintain office supplies inventory
* Maintain a safe and secure working environment
* Allocate tasks and assignments to subordinates and monitor their performance.

**Sunderban Food Products Pvt.ltd September 2011 – May 2013**

**3. Worked as Sales Coordinator**

**Primary Responsibilities:**

* Supervising & maintain books of accounts for the company.
* Looking entire Depots operations
* Debtor’s management, Credit monitoring, payment follow up.
* Preparation of MIS & various other reports for higher-level management.
* Supervision of Inventory control management system such as indenting, issues, stocktaking, etc.
* Preparation of MIS & various other reports for higher-level management.
* Managing reconciliation such as receivables, creditors, and banks.
* Claim management.
* Billing & dispatch of goods.

**Bake Fresh Biscuits Pvt.Ltd. as January 2011 - August 2011**

**4. Worked Sales Executive**

**Primary Responsibilities:**

* Appointing new Distributors & Sub Distributors.
* Market survey on competitor’s activity in the market, Total outlet in the area.
* Preparing product launching event.
* To maintain the availability of a product in the market & responsible for launching,
* Promotion & other operations of the company.

**GlaxoSmithKline Consumer healthcare Ltd. (Horlicks) June 2009 - December 2010**

**5. Worked as USR**

* To strengthen & increase in the current Distribution network & appointing new Distributors.
* Driving Sales, Identifying and plugging distribution gaps to further expand the coverage.
* To maintain the availability of a product in the market & responsible for launching,  
   promotion & other operations of the company.
* Achieving Primary & Secondary sales target.
* Recording sales and order information and sending copies to the ASE
* Reviewing our own sales performance, aiming to meet or exceed targets.
* Payment collection.

INTERNSHIP: Religare securities limited

Designation : Sales Trainee

Project : Practical knowledge of Demat account selling skills

Durations : 90 Days

**Primary Responsibilities:**

* Opening Demat Account.
* Looking after online Trading of Equity
* Responsible for Brokerage Generation and Cross-Selling Financial Product.

Rewards and Recognition

* Awarded as the best sales support staff in Jyote Group 2016.
* Awarded the Top salesperson for product sales and sales & distribution in Odisha for two consecutive quarters in 2010.
* Awarded chess champion in my college 2004,2005

**Date:**

**Place Signature**