

Vipul J. Kalotara

Rachna society,
B/h New Sevasadan,
Morbi - 363642

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CAREER OBJECTIVE :- To work in an organization where I can channelize my efforts towards productive output thus creating a value for the company as well as myself.

ACADEMIC CREDENTIALS:

Sr. No.	Qualification/ Degree	Institute	Institution/University	Year of passing	Percentage
1.	Bachelors of Computer Application	H.N.Shukla, Rajkot	Saurashtra University	2016	69%
2.	H.S.C [Arts]	Gujarat Higher Sec. Education Board	Gujarat Higher Sec. Education Board	2012	73.14%
3.	S.S.C	Gujarat Secondary Education Board	Gujarat Secondary Education Board	2010	60.31%

PROFESSIONAL EXPERIENCE / INDUSTRY EXPOSURE:

Organization : **PORCEKO PORCELAIN SLABS. - MORBI**

Designation : Sales and Marketing Manager

Duration : Currently working since June 2022

Area of work :

- Bringing new business through cold calls and tele marketing
- Providing services to existing clients
- Meeting target oriented dead-lines of sales
- Generating new leads for on field sales executive.
- Handling clients and retail customers at display room
- Planning and executing new business strategies
- Visiting clients physically in business tours and getting sales done.

Organization : **LEXUS GRANITO PVT. LTD. - MORBI**

Designation : Sales Executive

Duration : From January 2021 to May 2022

Area of work :

- Sales and Marketing
- Coordinate with Buyer & Support Team
- Looking for Loading part & Collection
- Travelling / Touring for a Client visit
- Handling Client visits at showroom
- Develop a relationship with the client

Organization : **ROYAL KITCHENWARE - RAJKOT**

Designation : Billing Executive

Duration : From February 2019 to December 2020

Area of work :

- Managing and controlling of accounts like cash transactions, issues, analysis, etc.
- Ensuring on time availability of voucher auditing, handling petty cash transactions
- Daily/Weekly bank reconciliation & other banking formalities
- Providing support of accounts and finance for data requirement from software
- Verification purchase/sales
- Monitoring and reconciliation of Bank, Vendors.
- Ensure time to account payables, receivables
- Controlling Debtors and Creditors payments

PERSONAL DETAILS:

Date of Birth : 13th sep. 1993.

Father's name : Jahabhai Kalotara

Sex : Male.

Marital Status : Married.

Hometown : Bhadla - Jasdan

Languages known : Gujarati(Mother Tongue), Hindi, English

Nationality : Indian

DECLARATION:

All the information mentioned above are true to the best of my knowledge and concern.

Date:

Place:

VIPUL KALOTARA