

Contact No: - +91 9510330145/9978626399  
E-mail-id : -bhavin.vachheta315@gmail.com

**BHAVIN VACHHETA**  
9/204, G.H.B Colony,  
b/h Civil hospital,  
Meghaninagar,  
Ahmedabad-380016

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### Carrier objective

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To work with a progressive organization in which I can contribute my skill sets and experience to enhance my own productivity at the same time to achieving the organization objective with the attribute of time, discipline and quality.


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### Professional Preface

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 **Employer Name : Self Employed**  
**Job Title : International Sales Consultant**  
**Tenure : August 2020 to Present**

- Looking after Generating Sales Inquiry.
- Co-ordinate with (Top management) during periodical meeting regarding sales analysis data.
- Look after international sales & International Marketing, also responsible for generating business.
- Maintaining relationship with existing and new clients.
- Handling Whole Process from Starting of Generating Proforma Invoice to E-BRC.
- Guide People at factory follow Process and also make sure Documentation process should go properly.
- **Mapping of customers for Latin American Region, Middle East Countries, Southeast Asian countries, UK and Ireland Market as well also mapping client of Australia region market.**
- Preparing Performa invoice, packing list and follow up with customers also doing all negotiation with customers.
- Prepares action plans by individuals as well as by team for effective search of sales leads and prospects. Etc.
- Provides timely feedback to senior management regarding performance.
- Coordinating with seniors for meeting prime targets.
- Maintaining all data banks relating to export inquiries.
- **Looking after on Entire Communication and Sales cycle.**
- Also looking for after sales services.
- Building strong relationship with clients for repetitive sales.
- **I have Traveled countries like Oman, Qatar, Indonesia, Hungary, Georgia for attending Trade fairs and Research market for potentiality.**
- **I have also traveled South Korea, Brazil, Philippines, Singapore, Thailand, USA for client meeting.**
- **Doing Global marketing through social media for creating companies Global Image in overseas market.**

 **Employer Name : Lorence Vittrified LLP**  
Job Title : **Overseas Business Head**  
Tenure : November 2017 to June 2020

- Looking after for generating inquiries.
- Co-ordinate with seniors (Top management) during periodical meeting regarding sales analysis data.
- Look after international sales & International Marketing, also responsible for generating business.
- Maintaining relationship with existing and new clients.
- Look after for new product development.
- Visit International Market on behalf of company to generate Overseas Sales.
- **Mapping of customers for Latin American Region, Middle East Countries, Southeast Asian countries, UK and Ireland Market as well also mapping client of Australia region market.**
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 **Employer Name : Elica Vitrified pvt.ltd.**  
**Job Title : Overseas Business Head ( International Sales Consultant)**  
**Tenure : January 2017 to October 2017**

Elica Vitrified pvt.ltd was established in 2010 as a manufacturer of Ceramic Glazed Vitrified Tile with High quality end product for the tile consumer Retail as well as Bulk buyer for their requirements.


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- Also looking for after sales services.
- Building strong relationship with clients for repetitive sales.

 **Employer Name : Jet Granito.Pvt.Ltd**  
**Job Title : Export Manager – North India Head**  
**Tenure : April 2016 to December 2016**

Jet Granito Pvt.Ltd. was established in 2006 as a manufacturer of Ceramic Glazed Vitrified Tile with High quality end product for the tile consumer Retail as well as Bulk buyer for their requirements.


- Doing work related inquiries generation.
- Co-ordinate with seniors during periodical meeting regarding sales analysis data.
- Look after international sales & International Marketing, also responsible for generating business.
- Responsible for maintaining relationship with existing and new clients.
- Look after for new product development.
- Mapping of customers for Latin American Region as well Middle East Countries.
- Preparing Performa invoice, packing list and follow up with customers also doing all negotiation with customers.
- Prepares action plans by individuals as well as by team for effective search of sales leads and prospects. Etc.
- Provides timely feedback to senior management regarding performance
- Coordinating with seniors for meeting prime targets.
- Maintaining all data banks relating to export inquiries.
- Maintaining all operations work from generating inquiry to dispatch.

- Also looking for after sales services.
- Building strong relationship with clients for repeat sales

 **Employer Name: Futura Ceramics Pvt. Ltd.**  
 Job Title : Marketing Manager /BDM  
 Tenure : Aug 2015 to March 2016


Futura Ceramics was established in 2004 as a manufacturer of Ceramic Glaze Frit & Mixture with the intention of providing quality materials to ceramic tile industries. We established ourselves not just as yet another manufacturer, but one with a constant endeavor for quality and providing world class service along with the same.

- Responsible for daily visit reporting to senior.
- Co-ordination with seniors during periodical meeting regarding sales analysis data.
- Look after Industrial sales & Industrial Marketing also responsible for generating business.
- Responsible for maintaining relationship with existing and new clients.
- Look after for new product development.
- Mapping of customers
- Preparing offer and payment follow up with customers also doing all negotiation with customers.
- Prepares action plans by individuals as well as by team for effective search of sales leads and prospects. Etc.
- Provides timely feedback to senior management regarding performance
- Coordinating with colleagues for meeting prime targets.
- Maintaining Retail as well as Project sales.
- Maintaining all operations work from generating inquiry to dispatch.
- Also looking for after sales services.
- Building strong relationship with clients for repeat sales
- Project Sales.

 **Employer Name: A International Pvt. Ltd**  
 Job Title : Marketing Manager  
 Tenure : Sep 2011 to May 2015

JOB PROFILE : Same AS Futura Ceramics.

A international pvt.ltd. is a pioneer in ceramic Industry who introduced ceramic rollers (kiln rollers) to Indian ceramic industry. Partner themselves with world's largest Rollers manufacturer-based China (FCRI) and A international pvt.ltd. is a sole Distributor in India since 2001. Our range product and services include many types of Raw material related to ceramic finished Products. We support our customers in every possible way; we cater most market of Indian ceramic Industry.

 **Employer Name: R.B. institute of management studies**  
 Job Title : Executive – Marketing  
 Tenure : Jan 2011 to Aug 2011

R B Institute of management Studies is affiliated with AICTE as well GU. RB Institute provides MBA-MCA as well hospitality related various Courses.

**Job Profile: -**

- Worked as an Admin as well as Marketing coordinator.
- Also looking after on new project i.e. Hospitality Management.
- I was responsible for enrolling student for new project.
- Doing all promotional activities.
- Generating inquires through cold calling as well meeting various educational institutes for finding potential customer.
- Timely reporting to senior management.  
Also doing all documentary work after student gets enrolled.

**Achievement**

- I have won the G.D competition during my M.B.A studies.
- I have won certificate of merit in Drama Competition during College.
- I have attained 1 year soft-skill program during my M.B.A studies

**Academic Profile**

- ❖ **MBA in Sales Marketing & HR**  
2008-2010, Annamalai University
- ❖ **Bachelor of Business Administration (B.B.A)**  
2005-2008, From GLS Institute of Business Administration, Gujarat University
- ❖ **Higher Secondary & Secondary school Certificate Examination.**  
2005&2003, From Girdharnagar Higher Secondary school GSEB Board, Ahmadabad.

**Key Skills & Abilities**

Result Oriented	Department Process & Operation	Records Management
Problem Solving	Report & Document Preparation	Meeting & Event Planning
Teambuilding & Supervision	Familiar with MS office	
Confident & Goal oriented	Positive attitude & quick learner	
Prioritize task and Meet deadlines	Flexible & Smart working	

**Personal Dossier**

<b>Date of Birth</b>	: - 21 <sup>st</sup> December, 1987
<b>Gender</b>	: - Male
<b>Nationality</b>	: - Indian
<b>Marital Status</b>	: - Married
<b>Languages known</b>	: - English, Hindi, Gujarati
<b>Hobbies</b>	: - Music, Travelling & Reading

Yours Faithfully  
**Bhavin Vachheta**