**Rajesh J. Chauhan**

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**OBJECTIVE:** To obtain a challenging position in infrastructure department of esteem organisation or in

sales and distribution operation to utilise my knowledge and skills for the growth of the

company.

**OVERSEA’s**

**EXPEREINCE:** **Italy, Bolonga** – **Cercaie Exhibition** – selections of new products related to interior and

exterior designs.

**SUMMARY:** • Currently handling entire showroom of Adenwala Stones & Granite @Santacruz

* Worldwide exhibition co-ordination and stall setup as per the requirement.
* Sales Manager & Architectural task with Samir Ceramic Pvt. Ltd. Since 20 years.

• HSC + 1 year diploma in Autocad 2D, 3D & 3D Max.

* 4 years of education in classical singing from

• Proficient with AutoCAD 2008, Tally latest version 9, MS Office, Windows XP/7, and the Internet.

**EDUCATION:** **HSC + 1 year** **Diploma in Autocad 2D, 3D & 3D Max.**

Courses taken included:

Architectural Design I, II & III Survey of Structural Analysis and Design

Plant Design and Planning Modern Concepts of Architecture

Vernacular Buildings and Groupings

**EXPERIENCE:** **Currently handling entire showroom of Adenwala Stones & Granite since Aug-2020**

* **Manager - Sales, Administrations & Architectural designing,**
* Proactively handling clients by providing the valuable suggestions
* Decision making of new arrivals in stocks, Set up of panel, showroom set up etc.

• Conducted manual and computerized drawings for in house and clients Project and presented them to client

• Managed documentations and coordinated mailings across all project phases

* Active co-ordination on inward and outward of showroom stock/new arrivals
* Administrative work
* Start to end follow up with client’s orders
* Handling company account, day to day transactions, profit and loss, Audit, Quotations & Billing, Staff salary, Bonus, Leave salary, Staff’s personal loan account as well as accident policy
* **20 years of work experience in fastest growing ceramic company named**

**Samir Ceramics Pvt. Ltd.** was started by two directors in July 2000, dealing in designer Tiles and fancy

bathroom fittings and sanitarywares. Kindly check our items in the PRODUCTS list. Our company specializes

in customized tiles as well as themes relating to bathrooms and kitchens. And hence the caption “Turning

dreams into reality”. Yes, we mean it.

Our clients include professionals like Architects, Interior Designers and Decorators, Builders, Corporates, Film &

Page 3 Celebrities, Corporate head honchos, etc.

* **Manager - Sales, Administrations & Architectural designing, 2003 – 2020**

**Samir Ceramic Pvt. Ltd., Vileparle (W)**

* Proactively handling clients by providing the valuable suggestions
* Proactive interaction in ACE-TECH exhibition like set up of stall, co-ordination and handling the walk-in clients.
* Decision making of new arrivals in stocks

• Conducted manual and computerized drawings for in house and clients Project and presented them to client

• Managed documentations and coordinated mailings across all project phases

* Active co-ordination on inward and outward of showroom stock/new arrivals
* Administrative work
* Start to end follow up with client’s orders
* Handling company account, day to day transactions, Quotations & Billing, Audit, Staff salary, Bonus, Leave salary, Staff’s personal loan account as well as accident policy

* **Manager - Sales & Administrations, 2001-2003**

**Samir Ceramic Pvt. Ltd., Vileparle (W)**

• Conducted manual and computerized drawings for in house and clients Project and presented them to clients

• Managed documentations and coordinated mailings across all project phases

* Active co-ordination on inward and outward of showroom stock/new arrivals
* Administrative work
* Start to end follow up with client’s orders
* Handing company account, day to day transactions, Quotations & Billing, Staff salary, Bonus, Leave salary, Staff’s personal loan account as well as accident policy
* **Manager - Sales & Account, 1997-2000**

**Shailesh & company, Andheri(w)**

• Active co-ordination on inward and outward of showroom stock/new arrivals

* Administrative work
* Start to end follow up with client’s orders
* Handing company account, day to day transactions, Quotations & Billing, Staff salary, Bonus, Leave salary, Staff’s personal loan account as well as accident policy

**STRENGHTS :**

* Experience in delivering client-focused solutions based on customer needs
* Proven ability to manage multiple projects at a time while paying strict attention to detail
* Excellent listening, negotiation and presentation skills
* Excellent verbal and written communications skills
* Perfect in decision making

**PERSONAL DETAILS :**

**Date of Birth** : 29th August, 1979

**Hobbies and Interest**  : Singing, Dance choreography, Anchoring the shows **Achievments** : 20 years of singing in Navratri, Dandiaya shows.

Choreography in dancing.

**Languages known**  : English, Gujarathi, Hindi, Marathi