**Vipul J. Kalotara**

Rachna society,

B/h New Sevasadan,

Morbi - 363642

**Contact Nos**. +91 7600801344

**Email ID:** vipulkalotara143@gmail.com

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 EXPIRIENCE / 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 patty 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