

Mukesh K.Parmar

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CAREER OBJECTIVE

- To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me a fresh graduate to grow while fulfilling organizational goals.

EDUCATIONAL QUALIFICATIONS

| Qualifications | Name of University / College / Institute / Board | Year of Passing | Marks Obtained / Percentage / CGPA |
|-----------------|---|-----------------|------------------------------------|
| MBA | Indukaka Ipcowala Institute of Management CHARUSAT Changa | 2017 | 4.98 |
| BCA | Veer Narmad South Gujarat University, Surat | 2015 | 6.46 |
| HSC (Commerce) | Shree Vallabh Vidhyalaya Vadodara GSHEB | 2009 | 53.71% |
| SSC | Shree Vallabh Vidhyalaya Vadodara GSEB | 2007 | 56 % |

PROJECT EXPERIENCE

- Completed Summer Internship Project on “*A Study On Training and Development*” at “*Gujarat State Fertilizers & Chemical Ltd.(PU)* .” during June 13- July 12 2016.
- Completed Final Project report on “*Creating a website*” at “*Sevasi High School Vadodara* .” during February 2015-May2016.

CO-CURRICULAR / EXTRA CURRICULAR PARTICIPATIONS

- Participated in *NFS Game* events in CONVEGNO organized by I²IM, CHARUSAT Changa on February 2016.

EXPERIENCE

- Company : Uma Puf Panel (Lamdapura)
Designation : Sales Executive
Tenure : 1 year
Roles :

1. Managing all the inquireis via mail, Indiamart, Trade India and any other medium.
2. Preparing Quotation, Followup the quotation, Followup the Payment.
3. Continuously followup for the Production Department to deliver timely.
3. Feed back, Support to customer after sales service.

- Company : TRADE XL MEDIA PVT LTD
Designation : Sr. Sales Executive
Tenure : 1 year and 6 month
Roles :
 1. Finding new customers via online portal.
 2. Relationship Management
 3. Understnd the client business and their needs, and then brief how to help our products in your business.
 4. Preparing Quotation, Followup then close the deal.
 5. Continuously touch with design team, Development team and customer to fulfill their needs.
 6. Feedback, Support to customer after sales service.
- Company : Choksi Laboratories Ltd
Designation : BDE
Tenure : March 2019 to Continue
Roles :
 1. Managing Customer Calls and emails.
 2. Provide Initial response company information via email then understand their requirements
 3. Preparing Quotation as discuss with our technical team.
 4. Manage Customer Databse.
 5. Problem solving at customer end through coordination with other departments.
 6. Followup the Payment Status on weekly basis.
 7. Other tast as may be assigned by management.
 8. Monthly Visit our Regular Customer like Zydus Healthcare, Torrent Pharmaceutical and local Pharma industries.

PERSONAL PROFILE

Date of Birth : August,29 1991

Gender : Male

Blood Group : O^{+ve}

Marital Status : Married

Nationality : Indian

Languages Known : English Hindi and Gujarati

Personality Traits / Skillsⁱ : Practical Traditional and Organized Have clear visions of the way things should be Loyal and Hardworking.

Residential Address : Gh-255,
Ganesh chock,
Opposite Kishanwadi Police Choky,
Ajwa Road, Vadodara-390019
GUJARAT INDIA

Address for Communication : Same as above.

REFERENCES

Will be provide on request