

Shailesh Ghode

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CAREER OBJECTIVE: To work on ambitious assignments in a stimulating environment that nurtures creative professional growth while being resourceful, innovative and flexible, thereby optimizing corporate profitability and adhering to the corporate philosophy.

Work Experience:

Currently working in Parag Milk Foods (Govardhan) as sales representative. This organization engaged in the field manufacturing of ghee, milk and dairy products.

1) Post Held: sales officer (from 01/08/ 2016)

- **Responsibilities at current organization:**
 - Responsible for assigned sales targets (monthly, quarterly and annually).
 - Goals set for centres month on month, maintaining relationship with target customers, customer service, ensuring high rate of return on investment, sales support and sales
 - Operating Internet, Updating all records and documents (Hard copy as well as Soft copy), Purchasing and maintaining stocks, Data Entry, Updating accounts, Compiling MIS reports, Networking with different stake Holders and organization.
 - Getting order through buying house and export house
 - Proper execution of order and dispatch it on time.
 - Follow up for payment.
 - Develop new sample for client.
 - Maintain good relation with client.
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2)Post Held : sales representative (31/07/2016 - 01/01/2015)

- **Responsibilities at Bajaj Corp Ltd.**
 - Listening to customer requirements and presenting appropriately to make sales.
 - Maintaining and developing relationships with existing customers in person via calls and mails.
 - Gathering market and customer information.
 - Liaising with suppliers to check the progress of existing orders.
 - Checking quantities of goods on display in stock.
 - Making accurate, rapid cost calculations and providing customers with quotations.
 - Attending team meetings and sharing best practices with them.
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Post Held : Retail Accountant (31/12/2014 - 01/08/2013)

- **Responsibilities at Raj Oil Mill Pvt . Ltd.**
- Evaluating daily accounting activities and finding cost-saving methods
- Making journal entries in the ledger for accounts debited and credited
- Tallying cash in hand at the end of the day shift and planning for bank cash deposit
- Preparing balance sheet and income and loss statement at the end of month
- Preparing financial statements and informing shareholders about the company's financial status
- Handling preparation and filing of tax returns and compliance issue

FORMAL EDUCATION & CERTIFICATION :

- **M.B.A.(Finance & Marketing)** from R.T.M. Nagpur University in 2013.
- **B.Com (Bachelor in Commerce)**from Nagpur University in 2011.
- **H.S.S.C. (12th)** from Maharashtra State Board in 2008.
- **S.S.C. (10th)** from Maharashtra State Board in 2006.

COMPUTER SKILLS & TECHNICAL PROFICIENCY :

- MS OFFICE.
- TALLY 7.2

HIGHLIGHTS:

- Self-confidence and Self-motivated.
- Comprehensive problem solving abilities.
- Ability to work smart as well as hard to complete the responsibilities.
- Readily accept challenges.

PERSONAL DETAILS:

Fathers Name: Banduji Ghode

Mothers Name: Ratnamala Ghode

Date of Birth: 17th October 1990

Languages Known: English, Hindi and Marathi.

Date: / /2017

Place: Nagpur

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