**Rajeshkumar maharana**

PLOT NO 804,WARD 9/B,HARIHAR SOCIETY,GANDHIDHAM-KUTCH-370201

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Professional Summary

I was associated with SaraswatiPublication house Since August 2018. I am responsible for the develop new business in Kutch Region.and  providing customers with product information, instruction, and assistance. Enthusiastic presenter and communicator who understands how to customize a pitch based on demographics and varying consumer needs. and services to educate consumers and assist them in making confident buying decisions. and providing unparalleled customer support.

**Technical Skills:**

* Time management, excellent multi tasked
* Market research, Business development
* Flexible schedule ,communications, Sales analysis
* Developed and implemented business plan that increased profits

**Work Experience:**

**Executive import document –09/2020 (Present)**

**Unique speditorer Pvt Ltd**

* Handling and Prepare import and export related shipment document
* After sales Customer support services and maintain daily DSR report
* Checking IGM, Checklist, B/E or Coordination with customer and dock file and Coordination with shipping line, clients and other department
* Handling of the required mail and follow up of clients and some field work

**Executive Marketing - 08/2018 to 8/2020**

**New Saraswati House (India) Pvt. Ltd.- kutch Gujarat**

* Take care of previous business and as well as develop new business. Also take care of Distributors Channel.
* Planned, organized and executed marketing strategies and territory plans.
* Negotiated and prepared sales contracts for new and existing customers.
* Tracked and reported on lead development and sales activities.

**Sales Executive- 02/2015 to 8/2018**

**IDBI Bank Ltd – gandhidham Gujarat**

* Work with and advise customers in opening accounts and performing transactions Collect customer information and input data into the system ensuring confidentiality at all times
* Assist customers with taking out different types of loans including personal auto home equity etc.
* Meet with new bank customers to explain all the services and features the bank has to offer
* Found investigated and converted leads and Develop new business.

**Education:**

**[2013-2015]** [GNIIT]-(Software) [National Institute of Inf. Tec.]

**[2010-2013]** [B.com] [Kutch University]

**[2009-2010]** [12th ] [Adarsh Maha Vidyalaya]

**Personal Details:**

**NAME**: RAJESHKUMAR MAHARANA

**DOB**: 02-08-1990 (DD-MM-YYYY)

**NATIONALITY**: INDIAN

**LANGUAGES KNOWN**: GUJARATI,HINDI,ENGLISH

**MARITAL STATUS**: SINGLE

**GENDER**: MALE