

RESUME

JYOTI MAKWANA

B-507, Raj Crescent, Royal Complex,
Borivali West, Mumbai-400092.

Mobile: +919664122964

Email ID: jyotinvala@gmail.com

OBJECTIVE

Looking for a suitable work profile where I can utilize my skills and strengths to contribute towards organizational and personal growth in construction chemicals industry.

EDUCATION

Qualification	Name of the Institute	Name of the University/ Board	Percentage Obtained %	Year of Passing
PGDM – Finance (2 years)	Thakur Institute of Management Studies and Research	AICTE	69	2013
Master of Commerce in Accountancy	University of Mumbai (IDOL)	University of Mumbai	67	2013
Bachelor of Accountancy and Finance	Kandivali Education Society College of Arts and Commerce	University of Mumbai	88	2010

WORK EXPERIENCE

Company: Fairmate Chemicals Pvt Ltd.

Designation: Project Sales-Coordinator (Mumbai region)

Duration: July 2013 - till 29 feb 2020 (6.5 years)

Job Profile:

- Coordinating with clients for sales and commercial aspects (L&T, Lodha, JMC, Shapoorji Pallonji, Tata Projects Ltd, Capacite Infra and many more)
- Coordinating with architects and consultants for approval purpose process (DSP, Technojem, etc.)
- Coordinating with sales staff on daily basis for improving the sales of the organization
- Building professional relations with client's purchase team for generating new inquires of upcoming projects and quality team for approvals
- Quoting and tender filling for upcoming commercial, residential and infra projects of client
- Arranging and execution at exhibitions as and when participated
- Coordinate with clients for vendor registration in their company and portfolio
- Book sample for trials and demos for clients
- Forecasting sales of entire team for the upcoming months/quarters
- Place purchase order in ERP & timely following up for delivering the end product to customers
- Managing and handling clients for any issues or any relevant matter and follow up for dispatch

- Reports of order, sales, collections, inquiries converted and samples of individual as well as for the team
- Preparing monthly, quarterly and year on year performance review report as well as power point presentation for the manager
- Reconciliation of financial statements of outstanding against payment received
- Prepare job references file for products proposed for approval at various clients e.g. CIDCO, METRO, MMRDA for manager
- Arrange quarterly programs for applicators to understand newly launched products by the company
- Arrange monthly product training program at office for marketing staff as per instructions of management
- Lineup technical team to conduct presentation at clients HO in front of quality team and management for product approvals
- Prepare yearly rate contract along with other documents for various clients including L&T, JMC, TATA, Lodha, Shapoorji Pallonji, Capacite and many more
- Working on E.R.P software corporate munim and Microsoft office

Company: Buildon plasters pvt ltd

Designation: Senior Sales-Coordinator

Duration: 1 March 2020 - till 30 April 2020 (2 months)

Job Profile:

- Coordinate with marketing staff all over india & solve day to day issues related to purchase orders & dispatch related matters
- Coordinating with clients, architects and consultants for approval purpose process (DSP, Morphogenesis, etc.)
- Building professional relations with client's purchase team for generating new inquiries of upcoming projects and quality team for approvals
- Quoting and tender filling for upcoming commercial, residential and infra projects of client
- Arranging and execution of presentations at corporates, architects & government bodies
- Coordinate with clients for vendor registration in their company and portfolio
- Book sample for trials and demos for clients
- Forecasting sales of entire team for the upcoming months/quarters
- Managing and handling clients for any issues or any relevant matter and follow up for dispatch
- Reports of order, sales, collections, inquiries converted and samples of individual as well as for the team
- Preparing monthly, quarterly and year on year performance review report as well as power point presentation for the director
- Prepare job references file for products proposed for approval at various clients e.g. CIDCO, METRO, MMRDA for manager
- Arrange monthly product training program at office for marketing staff as per instructions of management
- Look after collection of customers

COMPETENCIES

- Presentation skill
- Positive attitude & timely management
- Intellectual working

- Good communication & good listener
- Willing to learn

EXTRA CURRICULAR ACTIVITIES

- Received an award for securing highest percentage in TYB.A.F.
- Received 2nd prize and Certificate in debate competition at college in TYB.A.F.
- Student Council member at Thakur Institute of Management Studies and Research in 2011-12

PERSONAL DETAILS

- Date of Birth : 2nd April, 1988
- Languages Known : English, Hindi and Gujarati
- Marital Status : Married
- Hobbies : Listening to music and Cooking

SIGNATURE:

DATE: