

PANKAJ MANGUKIYA

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SKILLS

- Customer Service
- Communications
- Problem Solving Ability
- Documentation and Reporting
- Online Selling and Account Handling
- Sales Budget Planning
- Collection Budget Planning
- Stock Management
- Product Marketing
- Data Entry

EXPERIENCE

Sr. Sales Executive

Dharmi Creation – Surat, Gujarat, India [May-2019 – Current]

Industry: Textile.

- ✓ Analyzing fabrics and design trends and tracking competitor's activities and providing valuable input and services.
- ✓ A keen planner, strategist & Implementer with demonstrated abilities in accomplishing business Volumes.
- ✓ Responsible for assigned sales targets (monthly, quarterly and annually).
- ✓ Goals set for centers month on month, maintaining relationship with target customers, customer service, sales and payment collection.
- ✓ Operating Internet, updating all records and documents (Hard copy as well as soft copy), Maintaining stocks, data entry, updating accounts, Networking with different stake Holders and organization.
- ✓ Proper execution of order and dispatch it on time.
- ✓ Follow up for payment.
- ✓ Maintain good relation with client.

Proprietor

Om Enterprise – Surat, Gujarat, India [March 2016 - April 2019]

Industry: Chemical (Paints and Hardware)

- ✓ Overall looking sales budget, Dealer network expansion, Outstanding.
- ✓ Provide good service and timely visit to customers.
- ✓ Preparation for increase sales volume.

Sales Executive**Shalimar Paints Limited - Surat, Gujarat, India [December 2011 - February 2016]****Industry:** Chemical (Decorative and Industrial Paints).

- ✓ Overall Responsible for achieving sales budget, Collection budget, Dealer network expansion, Product Marketing.
- ✓ Timely reporting to superiors.
- ✓ Preparation of exciting schemes for dealers.

Counter Sales Representative**Dwarkesh Colour Company - Ahmedabad, Gujarat, India [July 2004 - April 2009]****Industry:** Chemical (Auto Paints).

- ✓ Responsibility of taking order, answering questions relating to the order and solve the quarries, Payment Collection.
- ✓ Mix and perfect match auto paints, monitor inventory and restock products as needed.
- ✓ Providing excellent customer service.

EDUCATION

Graduation in Bachelor of Arts

Gujarat Arts and Commerce College - Ahmedabad, Gujarat, India – March 2011

Higher Secondary School

Axay High School - Ahmedabad, Gujarat, India – March 2003

Secondary School

Shreeji Vidhyalaya - Ahmedabad, Gujarat, India – March 2001

Computer Knowledge

C-DAC - Centre for Development of Advance Computing

DMOA&FA - October 2006

[Diploma in Multilingual Office Automation & Financial Accounting]

Management Course (Import Export)International Institute of Import and Export Management – Surat, Gujarat, India –
February 2019**Date :****Place : Surat****Pankaj Mangukiya**