

Jignesh Rameshbhai Chavda

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Aspiring for challenging assignments, one which will make best use of existing skills and experience and also further my personal and professional development with a progressive and forward thinking organization.

Profile Summary

- Result-oriented and competent professional with 8+ years of comprehensive experience and knowledge of **Business Development, Sales and Marketing, Public Dealer Management and Market Analysis CRM.**
- A high performing Sales related who can be the glue that will keep all of the sales marketing teams working together.
- Currently spearheading efforts FMCG Company with **Reliance Retail Limited. – RAJKOT** as **Cluster Replenishment Manager.**
- Expertise in exploring & developing new markets through appointing channel partners, business development, brand promotion, new product launch, thereby accelerating growth & achieving desired sales.
- Motivated and goal driven with a strong work ethics, continuously striving for improvement coupled with excellent administrative aptitude with an eye for detail and the commitment to offer quality work.
- Right now, she would like to work a company that believes in promoting from within.

CORE COMPETENCIES

- | | | |
|------------------------|-----------------------------------|-------------------------------|
| ◆ Sales & Marketing | ◆ Client Relationship Management | ◆ Competitors Market Analysis |
| ◆ Business Development | ◆ Dealer & Distributor Management | ◆ Revenue Generation |

Professional Span

RELIANCE RETAIL LIMITED. – RAJKOT

– June'2022 to present

Cluster Replenishment Manager FMCG Rest of Gujarat

- Achieve desired in stock level across sites for the products within the category.
- Contribute to business working capital by maintaining days of inventory for the category.
- Vendor fill rates of +80% for top vendors.
- Maintained records related to sales, returns and inventory availability.
- Tracked stock using company inventory management software.
- Act as the liaison between national planners and local sales teams.
- Responsible to drive business by partnering cluster sales lead.
- Manage Rest Of Gujarat Cluster (FMCG,HPC and Dairy Products).

AYONI FOODS PVT. LTD. – RAJKOT

– June'2020 to Feb' 2022

BUSINESS DEVLOPER MANAGER

- Accurately analysis sales report for Increase/Decrease of sales of any product for further planning.
- Sending sales order in dispatch location and coordinate till dispatch and managing all sales related activity of the Company.
- Managed by Gujarat, Madhya Pradesh, Uttar Pradesh, Bihar and West Bengal.
- Resolved SS-DB and in-store customer complaints and issues with an empathetic approach.
- Preparing sales report, slow moving report, collocation report and others.
- Carrying out administrative tasks such as processing information, completing paperwork and filling Document.
- Maintain sales record and report month-end goal setting to the Sr management team, handling urgent calls, email and messages when sales teams are unavailable, answering customer queries.

- Resolving any sales related issue with customers and making follow –up calls to confirm sales order and delivery date.
- Other miscellaneous work require as per situation. New super stockiest searching and convert to sell our products.

GOPAL SNACKS. PVT. LTD. –GIDC METODA, RAJKOT
MIS SEONER SALES COORDINATOR

Sep'2019 – June'2020

- Responsible for serving as the primary liaison between the sales department, marketing staff, senior managers and the rest of the company.
- High standards of work procedures, dress, grooming & attendance.
- Writing up accurate and grammatically correct sales correspondence for customers.
- Processing sales related letters, proposals and new dealer registration for Maharashtra State.
- Preparing month-end sales report for Vice President and Senior Managers and also presenting them.
- Distributing written messages from senior manager to sales staff members.
- Tracking Sales Order to ensure that they are scheduled and sent out on time.
- Removing any administrative obstacles in the sales office that are holding back operational efficiency.

HSM FOODS INTERNATIONAL. PVT. LTD. - RAJKOT
MIS & HR (Sales) COORDINATOR

June'2018 – Sep'2019

- Manage MIS reports & HR Reports of Sales Departments.
- Other work like Trade Mark Registration, Order & Dispatch & Payment Planning
- Also Take care of all works including in sales Employs (HR, Review, Production Planning, Dispatch planning)
- Manage by super stockiest & distributor order coordination.
- Manage by Modern Trade & Mar cop Worked for (D-mart ,Reliance, Olympia & Big basket)

Panasonic India Private Limited Company – Rajkot

April'2013 - May'2017

- Working as Office Assistant & HR Related work.
- Working as Employer Management daily DSR Repotting.

Academic Credentials

- ❖ **2017: B.sc IT from H.N.Shukla collage of Information Technology with Second Class.**
- ❖ **2013: Matriculation from Delhi Board With First Class**

Technical Expertise

- ❖ Well versed in utilizing MS Office Application and ASP.NET, SQL Server.
- ❖ Proficient with internet operation/soft skill

Personal Dossier

Date of Birth	: Feb 19, 1993	References	: Available on request
Languages Known	: English, Hindi & Gujarati	Gender	: Male
Father Name	: Mr. R.D.Chavda	Marital Status	: Married

(Jignesh)