

RAKESH N. KAKADIYA

Cell: +91 9712156428

 rakeshkakadiya0909@gmail.com



PROFESSIONAL EXPERIENCE

Jan.2021
Sept.2021

Salesman

**New Era Gulf General Trading LLC.
Dubai, UAE.**

- To visit supermarket door to door.
- To make orders.
- To meet weekly and monthly sales targets.
- Follow up with Managers of respective supermarkets to those assigned me.
- To maintain relationship with Managers and Shelf boys.

Oct. 2019
Nov. 2020

Sales Executive

**DHARMANANDAN TECHNO PROJECTS PVT. LTD.
Surat, Gujarat, India.**

- Arrange meeting with clients from different states of India.
- To educate about Mineral Water Plant to the clients.
- E-Mail and Communication for new set up of Mineral Water Plant with African clients.
- Cold calling
- Follow Up.
- Close the Deal.

Sept. 2018
Aug. 2019

Marketing Manager

**Golden Swan
Malabo, Equatorial Guinea, Africa.**

- Contacting potential clients to establish rapport and arrange meeting.
- Managing and retaining relationships with existing clients.
- Negotiating with clients.
- Maintain daily and monthly reports.
- Planning and overseeing new marketing initiatives.

CARRER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings and knowledge and skills.

PERSONAL DETAILS

Birth Date : 09/09/1994

Marital Status: Single

Languages Known:

English, Hindi, Gujarati

STRENGTH

- To work with sincerity and responsibility.
- Good problem solving skills.
- Positive attitude and helpful nature.
- Dynamic & Hard working
- Flexible

COMPUTER SKILLS

- Microsoft Office
- E-mail Conversation

MANAGEMENT SKILLS

- Excellent Customer Service
- Good Interpersonal
- Team Management
- Optimum Utility of Available Resources
- Concentration on Goal
- Internal Control
- Team Work
- Leadership
- Relationship Building

- Finding and developing new markets and improving sales.
- Developing goals for the business growth and ensuring they are met.
- Close the Deal.

Sept. 2017
Aug. 2018

Sales Executive

Times Vacanza Pvt. Ltd.
Surat, Gujarat, India.

- Attain the clients and give them presentation.
- Focus on the today base sell and closing the sell.
- Keeping track of prospect clients.
- Cold calling
- Follow up.
- To generate new sales leads from existing clients.
- Direct marketing.

June 2016
July 2016

Internship

Balaji Wafers Pvt. Ltd.
Vadodara

- Visited 138 retailers and analyze there problems.
- Made the survey by questionnaire.
- Prepared report on 'Retailer's Satisfaction Survey'.
- Submitted final report to company.



EXTRA CURRICULAR ACTIVITIES

- Elementary Drawing Grade Examination (with "B" grade)
- Intermediate Drawing Grade Examination (with "A" grade)
- Glass Painting and Ceramic Painting Class
- Leadership at "Spark Events- 2014"



EDUCATION

- 2017 ○ **Master's of Business Administration (MBA)**
Gujarat Technological University
C. K. Shah Vijapurwala Institute of Management
7.28 CGPA
- 2015 ○ **Bachelor of Commerce (B. Com.)**
Bhavnagar University
Swami Sahajanand College of Commerce and
Management
64.76%
- 2012 ○ **H.S.C.**
Gujarat Higher Secondary Education Board
Viddhyavihar Higher Secondary School
74.29 %
- 2010 ○ **S.S.C.**
Gujarat Secondary Education Board
Viddhyavihar Secondary School
72%
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