

Kapil I. Manwani

Cell No. # +91-9049192217

Nasik, Maharashtra

E-Mail: kapilmanwani02@gmail.com



OBJECTIVE

Looking to secure a position in a well reputed organization that offers opportunities in challenging environment where I can contribute my expertise and experience in an efficient manner towards the growth of the Company and my career development.

HIGHLIGHTS

- Proficient sales executive
- Key relationship management
- Business Development
- Goal oriented & self-motivating
- High communication and interpersonal skills

PROFESSIONAL CAPABILITIES

- Well-developed research and analytical skills, proficient enough with interpersonal skills
- Sound client service skills in a multicultural and a high pressure environment
- Flexibility and adaptability in the face of changing priorities and workloads

WORK EXPERIENCES

1. Global Energy Solutions, Nasik. Period: June 2021 to present date Designation: Sales Manager (Realme Mobile Distribution)

Responsibilities Include:

- Handling sales activity and co-ordinating with retailers in Nasik district and up-country
- Generating invoice and looking after timely delivery and safe packaging of products
- Inventory monitoring
- Updating the sales portal
- Payment follow-up with sales team and retailers.
- Looking after purchase activities – Ensuring products are purchased in best prices and under scheme from zonal distributor.
- Working out the best scheme on products for retailers to generate more sales and

- revenue.
- Ensuring Sales Targets and Width of Distribution (WOD) are achieved every month.
 - Generate Daily/Weekly/Monthly Sales Reports
 - Working on weekly/monthly credit notes and maintain proper account statements of retailers.

2. Vijay Sales, Mumbai. Period: January 2018 to May 2021

Designation: Store Floor Manager

Responsibilities Include:

- Imparting proper knowledge to the customers about the product.
- Help customers make selections by building their confidence.
- Assisting and advising customers for obtaining prompt After Sales Service.
- Maintaining proper display according to planogram and highlighting promotional items.
- Inventory monitoring.
- Keeping a keen vigil on competitor's products and pricing.
- Ensuring Sales Targets are achieved every month.
- Generate Daily/Weekly/Monthly Sales Reports
- Train employees on new products, services and operational changes
- Ensure that customers and prospective customers are treated with highest levels of courtesy and professionalism

3. Telephony Telecommunication, Dubai (UAE) March 2016- September 2017

Designation: Trainer & Sales Team Leader

Responsibilities Include:

- Involved in B to B sales
- Managing and directing a team of 10 people to achieve sales target
- Setting & defining targets for each team member
- Imparting training of the products
- Create and maintain lasting relationships with customers
- Achieve sales targets consistently
- Maintain thorough and updated knowledge of product offerings
- Network effectively with customers

4. Quality Group of Companies, Dubai(UAE) February 2012 – February 2016

Designation: Senior Sales Associate in Quality Computers (Power Retailer Division)

Responsibilities Include:

- Imparting proper knowledge to the customers about the product.
- Help customers make selections by building their confidence.
- Assisting and advising customers for obtaining prompt After Sales Service.

- Monitoring Sales for Touchmate Tablets, PC and Accessories in Carrefour Hypermarket.
- Maintaining proper display according to planogram and highlighting promotional items.
- Co-ordinating with Account Executive regarding sales, pricing and other store activities.
- Inventory monitoring.
- Keeping a keen vigil on competitor's products and pricing.
- Ensuring Sales Targets are achieved every month.
- Generate Weekly/Monthly Reports.

5. ITL - Cosmos (M.E. LTD.),Dubai(UAE) September 2007 – September 2010

Designation: Sales Associate

Responsibilities Include:

- Sales and Marketing activity co-ordination
- Daily visit to Power Retailers/Key Accounts
- Managing Respective account's merchandisers and promoters
- Business Communication and Correspondence with dealers on price changes or new model launch, if any
- Keeping a daily update of competitors information
- Follow up with dealers for outstanding dues & a/c. reconciliation
- Making Weekly/Monthly Reports
- Co-ordinate with back office staff like logistics, accounts etc.

STRENGTHS

- Strong Determination
- Efficient Team Leader
- Positive Thinking
- Sincere & Hard-working

ACADEMIC RECORD

- Bachelor of commerce from Pune University
- Higher secondary certificate from Pune University
- Secondary school certificate from Pune University

COMPUTER KNOWLEDGE

- Operating systems: Microsoft Windows
- Software packages: MS Word, Excel and PowerPoint

ACHIEVEMENTS AND AWARDS

- Best Sales Achievement Award from Telephony Telecommunication in the month of October 2016
- Certificate from Sharp (Middle East) for attending atom training (on product & selling skill techniques)
- Certificate of appreciation from ITL and Sharp (Middle East) for best sales performance during DSF 2010.

LIKING/HOBBIES

- Playing Cricket & Badminton.
- Watching T.V & listening to Music.
- Travelling & exploring new places

PERSONAL PROFILE

- Highly enthusiastic, disciplined and hardworking.
- An effective team member, able to take responsibilities independently.
- Keen to expand knowledge and improve skills and performance.

PERSONAL INFORMATION

Name: Kapil I. Manwani
Father's Name: Ishwardas Manwani
Date of Birth: 16th Dec, 1986
Passport No: F 6275453
Language Known: English, Hindi, Marathi & Sindhi

DECLARATION

I hereby declare that the information given above is true to my knowledge.

Place: Nasik, Maharashtra

Date:

Kapil I. Manwani