

RAMESH SHIVRAM GURAV

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Nr. St. George High School, New Panvel, Dis - Raigad
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OBJECTIVE:

I am looking for a suitable opening in a dynamic and growing organization where I can realize my full potential and make significant contribution to the achievement of the objectives of the company.

SUMMARY:

- My experience in Paint industry 7years.
- Housing Loans and Investments for the period of 4 years 6months.

ASSETS:

- Flexibility in learning and imparting knowledge.
- Good communication and interpersonal skills.
- Maintain good Relationships, Politeness and Discipline.
- Can plan any work and achieve the goal successful.

PROFESSIONAL QUALIFICATION:

Diploma in Computer Application from Weden Institute, Real Technology of Compusys, Central Railway, Matunga (East), Mumbai – 400 019.

Diploma in Marketing Management (DMM) from Prin. L.N.Welingkar Institute of Management Development & Research, Matunga, Mumbai – 400 019.

COMPUTER SKILLS:

Platforms	Dos, Windows 98,2000
Software's Known	<ul style="list-style-type: none">➤ MS-Word➤ MS-Excel➤ MS-PowerPoint

WORK EXPERIENCE:

➤ GLOBAL COLOURS AND CHEMICALS LTD.

Designation : Sales Executive
Period : 1 Oct 2019 to 30 Nov 2020
Job Profile :

- Finalizing new Project and Repainting sites.
- Solving customer queries and complaints related to paints.
- Handling Key Dealers.
- Handling Institutions.
- Handling Architects and Consultants

➤ UNIVERSAL FIRE AND SAFETY SERVICES LTD

Designation : Sales Manager
Period : 1 July 2019 to 30 Sep 2019
Job Profile :

- Appointing New Stockiest
- Handling Builders
- Handling Architects and Consultants
- Handling Institutions.
- Handling Societies

➤ 20 MICRONS LTD

Designation : Area Sales Manager
Period : 7 Jan 2019 18 April 2019
Job Profile :

- Solving customer queries and complaints related to Plaster and Waterproofing.
- Appointing New Distributors and Stockiest
- Handling Builders
- Handling Architects and Consultants

➤ SNOWCEM PAINTS PVT.LTD.

Designation : Sr. Territory Sales Manager
Period : Jun 2006 to 3 Jan 2019
Job Profile :

- Monitoring Project Sales Team.
- Co-operate to Junior for Finales site.
- Solving customer queries and complaints related to paints.
- Handling Key Dealers.
- Handling Institutions.
- Handling Architects and Consultants

➤ **KOTAK MAHENDRA BANK LTD**

Designation : Kotak Mahendra bank Ltd. Home Loan Field Executive.

Period : Oct 2004 to Feb2005

Job Profile :

- Providing & Discussing the Home Loan Information to Customers.
- Solving customer queries.
- Collecting related required documents, form and etc.
- Submitting the completed and verified form.
- Disbursement coordination to Customers.

➤ **BLUE CHIP Corporate Investment Centre Ltd.:-**

This Company is an Investment Firm and Service Associate of HDFC Home Loan.

Designation : HDFC Home Loan Field Executive.

Period : April 2002 to August 2004.

Job Profile :

- Providing & Discussing the Home Loan Information to Customers.
- Solving customer queries.
- Collecting related required documents, form and etc.
- Submitting the completed and verified form to HDFC.

Designation : Field Executive

Period : July 2000 to 2002

Job Profile:

- Providing & Discussing Company FD. Insurance, Mutual Funds, Post Office Investment, RBI / SBI Bonds to Customers.
- Solving customer queries.
- Handling customer's cheques and cash.

➤ **Armayesh International :-**

Designation : Production incharge of Hand Embroidery

Period : January1999 to November1999

Job Profile :

- Collecting the orders & required related information from the customers.
- After studying and verifying the jobs forwarding to the Designers and then to other departments.
- Handling the co-ordination of jobs from processing to dispatch & keeping details.

EDUCATIONAL QUALIFICATION:-

Examination	University / Board	Collage / school	Years of passing	Class
B.A. (Rural Development)	Mumbai	Kirti college, Dadar	May 2001	I st
B.A. (Economics)	Mumbai	Kirti college, Dadar	May 1997	III rd
H. S. C.	Mumbai	Lokmanya Vidyamandir Jr. College, Mahim	March 1994	III rd
S. S. C.	Mumbai	Lokmanya Vidyamandir School, Mahim	March 1992	II nd

EXTRA – CURRICULAR ACTIVITIES:-

- Won the **RUNNER – UP** prize in the **Under-19 District Level “kho-kho” Competition** organized by Maharashtra Government “Krida & Yuvak Seva Sanchalanalay” Pune from Lokamanya Vidyamandir at Lokamanya Vidyamandir ground held in 1992-93.
- Won **FIRST Prize** in **4 X 400m. Relay** Competition organized by Maharashtra Government “Krida & Yuvak Seva Sanchalanalay” Pune from Lokamanya Vidyamandir at Priyadarshani Park held in 1993-94
- Won the **RUNNER – UP** Prize in **Inter – collegiate Kho-Kho Tournament** held by University of Mumbai in 1996-97.

PERSONAL INFORMATION:-

Date of birth : 1st December, 1975.

Marital status : Married

Nationality : Indian.

Languages Known : English, Hindi and Marathi.

DATE :

Signature

PLACE : Mumbai

(RAMESH SHIVRAM GURAV)