

Ashish Thakur

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Career Objective

To add value to the Organization and self, by being a complete professional with an in-depth knowledge and more importantly provide the competitive edge by focusing on a thorough understanding of the business process, supported by technology.

Professional Experience

Organization: JP Infra Reality

Designation: Admin Sr. Executive Sales

Tenure: From: June 2022 Till Date

JOB DESCRIPTION:

Help organize community outreach events to improve our standing in the local area

- First point of contact in handling Vendor inquiries; and maintaining all filing systems; and ensuring prioritized Vendor care.
- Onboarding of New Vendor
- Inventory Management
- Maintaining regular supply for sales offices across Mumbai
- Maintaining petty cash
- Coordinating with Hod's and internal department

Organization: Ruparel Reality

Designation: Admin Executive Sales

Tenure: From: June 2020 Till June 2022

JOB DESCRIPTION:

- Did 4 Launch in Mumbai
- Help organize community outreach events to improve our standing in the local area
- First point of contact in handling Vendor inquiries; and maintaining all filing systems; and ensuring prioritized Vendor care.
- Onboarding of New Vendor
- Inventory Management
- Maintaining regular supply for sales offices across Mumbai
- Maintaining petty cash
- Coordinating with Hod's and internal department

Organization: Nestaway Ltd

Designation: Zonal Relationship Manager

Tenure: From: Nov 2019 Till 2020

- Managing Property Owner complaints/grievances effectively to ensure positive resolution to owners
- Hands on working with cross functional teams in the company to ensure smooth functioning
- Highlighting issue of various Department & demanding resolution for issue

Organization: Vodafone (Off Role)
Designation: Relationship Manager
Tenure: From: June 2014 Till July 2018

JOB DESCRIPTION:

- TO do regular visit and meet Auth sing for service issue if any.
- Managing customer complaints/grievances effectively to ensure positive customer feedback and delight.
- Hands on working with cross functional teams in the company to ensure smooth functioning
- Highlighting issue of various Department & demanding resolution for issue

Organization: Aircel Cellular Ltd
Designation: Sr. Customer Service Executive
Tenure: From March 2009 till Dec 2013

JOB DESCRIPTION:

- Responsible to initiate and execute initiatives for target achievement, lead generation and handling team for sales and revenues
- Responsible for end to end training of new staff for sales, operations and service.
- Responsible for maintaining proper store hygiene and store décor as per company standers and norms.
- Responsible for stock and store audits, ensuring highest audit standard is maintained across circle.

Academic Profile

QUALIFICATION	UNIVERSITY/COLLEGE	PERIOD
S.Y B.COM	Mumbai University S.N College Commerce	March -2008

H.S.C.	Mumbai University S.N College	March – 2004
S.S.C.	Mumbai University HOLY FAMILY DAY School	March – 2002

Personal Details

- Date of Birth : 11th jan 1984
- Marital Status: Married
- Languages Known: English, Hindi, Marathi
- Location: Mumbai