



KAPIL M. VISHNANI

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Objective

Career Objective are fully based Psychometric tests typically consist of numerical reasoning, verbal reasoning and diagrammatic reasoning tests. Professional challenge is a positive activity and a sign of good professional practice , a healthy organization and effective multi-agency working.

Experience

DOLPHIN CONTRACTING L.L.C

09/05/2012 - 12/10/12

Administrative Assistant

- I was worked for the role of administrative assistants revolve around managing and distributing information within an office.
- This generally includes answering phones, taking memos and maintaining files.
- Administrative assistants may also be in charge of sending and receiving correspondence, as well as greeting clients and customers.

AL MAYA GROUP L.L.C

9/4/2013 - 10/7/2015

Assistant Manager of GCC

- Financial Transaction Entries & Reconciliations for Ledgers.
- Monthly closing and Adjustment Entries for Trail Balance and Financial statements such as prepaid
- Plan/Estimated Cost for Vehicles and Actual/Running Cost. Analysis/Management Reports Such as sales (Used Cars & rentals) by Reports for Vehicles, Regions, Categories, (Dashboard) - Salaries & Benefits Reports -Expenses Analysis Reports
- I have been worked in Oracle 9.0 version in software.
- IT based sales for a target audience located in United arab of Emirates.
- Prepared sales contracts ensuring adherence to law establishment rules and guidance
- Prepare daily basis cash closing sheet.
- Operate Focus Software.

BUSINESS MANAGER

- Market & Product Development : Identify, manage & develop sales pipeline to support business growth & Roi.
- Product Management : Adapt product strategy to drive best possible results according to product Life cycle, Market conditions and Business achievements.
- Market Strategy : Effectively Integrate Product/Price/Promo/Place (4P's) of marketing mix to develop innovative product combinations to maximize revenue potential, Profitability targets & customers satisfaction levels.
- Product Training : Create and conduct customized product targets and customer satisfaction levels. Competitor Analysis: Create and conduct customised product and sales training to educate teams of various sizes.
- Key Account Management (CRM) : Regular visits to the market to meet : After - Sales Managers (all levels) : Group , Branch, Service, Parts , Workshop and Procurement. Also service and Technicians to ensure awareness.
- Establish Sub-Distributors : Identify and support key distributors with OBS Automotive relevant portfolios.
- Sales Team Management: Lead by example and sales team of 12 to execute strategic company goals.
- Incentive/Rebate Programs: Design effective programs to drive both Sell-In and Sell-Thru Targets when required.
- Budgets : Set customer, product and sales team budget in line with company FY Sales Volume / Profit expectations.
- Point of sale : Develop change/product specific point of sale, flyers and catalogues in co-operation with Marketing.
- Inventory Management : Merge inventory mix Roi as well as look for capture new product line opportunities.
- Events & Exhibitions- Attend and contribute at both industry and customer events.

Sales Manager & BDM

- Established viable sales leads through proactive networking activities.
- Maintained and developed key accounts and prospects with top level management in real estate.
- Created and implemented promotions to attract new business accounts and stimulate repeat business.
- Observed the market and identified trends, acquired and developed new business accounts.
- Prepared regular reporting details of sales team.

Financial Consultant

- To sell the life insurance and investment Plans on Various companies.
- Create the client basis on daily basis.
- Meet the clients on appointment basis and give them the need analysis.
- Basing on need analysis design the portfolio and the suitable plan.
- Clarify the doubts and portfolio in the given plan.
- Explain why he needs the particular plan and what he gets the benefits
- Create the market awareness and why the suitable plan suggest him
- Close with the required documents and submit in the office .
- Update the daily latest market information and news.
- Follow the old clients and referrals.
- Sourced leads from bank details and client recommendations and contacted them for a meeting.
- Assured customers in renewals and setting claims.

EDUCATION**Gujarat University**

- Bachelor of commerce
Pass of year 2011

Jetking Institute

- IT Diplomatic course
Pass of year 2012

SKILLS

- Software skills Troubleshooting and Assembling of configured. Power Quantity Advanced Formula ERP Oracle Entries & Queries QuickBooks (Entries & Customize)
- Leadership Business Management Recruitment planning and Management Market planning Sales Planning and Management Decision Making Account Management Customer Relationship Management Tally reports.

LANGUAGE

- English Gujarati Hindi Sindhi
- Read : English ,Hindi,Gujarati
- Write: English ,Hindi, Gujarati