



Sumitra Padhiyar

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Marketing/Sales/EA

- Respected leader of creative teams, multimedia divisions and corporate communications departments. Conceptualize and orchestrate marketing campaigns that effectively reinforce and build brand images.
 - State level champion in kabbadi
 - Complete project during engineering Estate broker.
 - Attain ETP (EMPLOYMENT TRAINING PROGRAM AND SEMINARS)
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Skills

- Marketing Strategies & Campaigns
 - Corporate Communications
 - Creative Team Leadership
 - Product Positioning & Branding
 - Web & Print Content Development
 - Sales Collateral & Support
 - Public & Media Relations
 - New Product Launch
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Professional Experience

JAY SHAKTI METALS. – Hardware products and zinc die casted articles manufacturing company to work **here 1/1/2017** to till date as a designation of sales manager (indoor)/ EA to director Manage corporate marketing and communications functions. Direct brand management, product launches, advertising, sales collateral and tradeshow marketing.

Job Responsibility:

- Create a Costing sheet
- Create quotation and send to customer.
- New customer create
- Wrote catalogs, course guides and training brochures that enhanced the sales reps' understanding of complex product features and helped them sell more effectively.
- Dispatch material
- PPC
- Team handling
- IT (Networking)work
- Work on Customer satisfaction
- Follow-ups to customer complain.
- New inquiry Response
- Social Media updating
- News latter Create for promotion purpose
- Transportation arrange for distributor
- Send Dispatch Detail and advice
- Payment Follow ups

GANGA BATH FITTINGS, SHAPER, RAJKOT– HR, Admin, Sales& Customer relation

Job Responsibility:

- Create Salary of Employees
 - Create incentive structure
 - Maintain OT and create Bonus
 - Recruitment
 - Manage event or training program
 - Customer satisfaction
 - Random calling to dealer distributors
 - Call to builders for mainly projects and arrange meeting
 - Social Media updating
 - IT Work
 - Handle all bill and etc.
 - Communication and negotiation
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TIMBMET DOOR SOLUTIONS PVT LTD, Gandhidham, Kutch – ADMIN EXECUTIVE, JR. NETWORKING ENGINEER.

1/3/2015 to 5/02/2016

Job Responsibility

- Maintain attendance of employee
 - Late Data entry
 - Handle purchase order of admin and HR material
 - Daily cleaning observation
 - Maintain companies vehicle
 - Handle all IT related work
 - Bills handle
 - All HR work in absent of HEAD HR
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VODAFONE INDIA PVT LTD (EUREKA OUTSOURCING PVT LTD), AHMEDABAD – CUSTOMER CARE EXECUTIVE

1/6/2014 TO 11/2015

Job Responsibility:

- Maintain attendance of employee
- Handle purchase order of admin and HR material

- Daily cleaning observation
- Handle all IT related work

Technology

Software: ERP, KUBER accounting software, MS Office,SQL. Server, JAVA, asp.Net, Auto cad 2D

Personality

Honest, Hardworking, Self – Motivated, Positive attitude, Mixing Nature with all kind of person

Education

BKNUT – BECHLOR IN POLITICAL SCIENCE(HISTORY). (RUNNING)
GTU – DIT ENGINEERING (7.6 SPI)

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