

# MITESHKUMAR ASHOKBHAI BALAR

Surat, India

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## WORK EXPERIENCE

### Sales Manager

*Jan 2024 – Present*

SHUBH ABHUSHAN JEWELLERS

*Surat, India*

- Evaluate market dynamics and competitor actions for growth opportunities;
- Manage product deliveries, payments, returns, and related matters;
- Train new staff to improve their product knowledge and skills;
- Supervise the activities of the sales team, including task allocation and goal setting;
- Address customer concerns promptly and professionally, fostering brand integrity;
- Generate sales reports and budgets for management evaluation;
- Build and maintain strong relationships with key clients, ensuring their satisfaction;
- Monitor customer feedback and satisfaction levels to ensure the delivery of quality service;
- Keep the store in great condition and maintain visual merchandising standards;
- Collaborate with other departments to devise tactics aimed at driving revenue growth.

### Purchase Manager

*Feb 2023 – Nov 2023*

FINEGROWN DIAMONDS (Jewelsmart Ventures Pvt. Ltd)

*Surat, India*

- Assign tasks to sales reps and monitor their schedules;
- Handle and resolve customer inquiries or requests;
- Maintain accurate records of purchases and inventory levels;
- Review and optimize procurement processes, to enhance efficiency and effectiveness;
- Supervise sales, payments, and trading of loose diamonds and other products.

**Senior Sales Manager**

*Jan 2019 – Feb 2023*

SARVADA DIAMONDS

*Surat, India*

- Set sales goals for different types of diamonds;
- Manage the diamond inventory and product orders;
- Lead and motivate the sales team, providing guidance and support.

**Sales Executive**

*Jun 2017 – Jun 2018*

NAVRANG JEWELLERS

*Dubai, UAE*

- Conduct product presentations and demonstrations to potential clients;
- Prepare and deliver sales reports, forecasts, and analyses to management;
- Negotiate pricing, contracts, and sales terms with clients to optimize profitability.

**Sales Assistant**

*Jan 2016 – Jun 2017*

MARUTI BUILDCON

*Surat, India*

- Support the sales team by processing sales orders, invoices, and quotations;
- Handle incoming inquiries and correspondence from customers via phone and email;
- Assist in organizing sales meetings, appointments, and events.

**Sales Executive**

*Jun 2013 – Dec 2015*

LAXMI DIAMOND PVT. LTD

*Surat, India*

- Step in to handle team tasks when needed;
- Oversee purchases, other sales, and expenses;
- Create sales plans, and strategies, and keep records to meet goals.

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## **EDUCATION**

**The Degree of Bachelor of Business Administration**

*2009*

**BHARATI VIDYAPEETH UNIVERSITY, PUNE**

*Pune, India*

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## **LANGUAGES**

**Gujarati** – Native

**English** – Upper-Intermediate

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