



JATIN SABNANI

PROFILE

Detail-oriented and highly motivated professional seeking an opportunity in a reputable organization where I can apply my strong organizational skills and dedication to ensuring accuracy and customer satisfaction. Eager to contribute to the company's success by supporting efficient operations, managing data, and providing excellent customer service while continuing to learn and grow in a fast-paced environment.

WORK EXPERIENCE

Deshna Textile PVT. LTD.

09/2024 - PRESENT

(Data Entry & Digital Marketing Intern)

- Performing accurate data entry tasks, maintaining product databases, and ensuring seamless data flow to support operational efficiency and decision-making.
- Assisting in online sales operations by managing product listings, processing customer orders, and supporting digital marketing efforts to enhance online visibility and sales performance.

Deepak Nitanya Perfumes LLC.

06/2022 - 08-2024

(Sales & Data Entry Associate)

- Resolving customer inquiries and providing detailed product information to ensure a positive shopping experience and drive counter sales.
- Performing data entry and supporting back-office operations, while collaborating with the team to optimize sales and operational efficiency.

S.P Business Link

06/2021 - 06/2022

(Marketing Manager & Specialist)

- Managing sales and marketing efforts for both B2B and direct clients, ensuring timely order deliveries, payment collection, and fostering strong customer relationships to drive business growth.
- Handling reception duties, assisting new and existing clients with their inquiries, and providing excellent customer service to increase client retention and overall sales performance.

Jay Textile

12/2019 -- 11/2020

(Customer Relations & Order Management Executive)

- Managing customer payments, including cheque deposits and online transfers, while ensuring accurate order processing and timely delivery coordination.
- Interacting with customers to build strong relationships, ensuring their satisfaction, and driving repeat business by addressing inquiries and facilitating smooth order fulfillment.

SKILLS

- Teamwork
- Strong Communication
- Adaptability
- Adaptability
- Problem Solving
- Self-Confident
- Desire to Learn
- Responsible

CONTACT

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Ahmedabad, India

EDUCATION

HSC (2020 - 21)

KISHORE GURNOMAL

KANJANI HIGH SCHOOL

- Ahmedabad, Gujarat, India

SSC (2018 - 19)

KISHORE GURNOMAL

KANJANI HIGH SCHOOL

- Ahmedabad, Gujarat, India

CERTIFICATES

- Digital Marketing

-Prime Easy Learn Training Institute
(Dubai, UAE)

- CPD

-Prime Easy Learn Training Institute
(Dubai, UAE)

- Tally ERP 9

-Nearby Computer Class
(Ahmedabad, Gujarat)

LANGUAGES

- English (Intermediate)
- Hindi (Advanced)
- Gujarati (Advanced)