

NITIN TEKWANI

SURAT, GUJARAT, INDIA

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❖ CAREER SUMMARY

Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service. Driven Area Sales Manager with experience meeting and exceeding sales goals. Results-focused and proactive in planning day-to-day operations and solving service issues. Offers advanced abilities in tackling issues impacting team and business success. Excels at managing team and personal time to consistently exceed expectations. Experienced in day-to-day accounting processes and applicable regulations. Dedicated to maintaining accurate records with attention to detail and expert financial knowledge.

❖ ACADEMIC DETAILS

SHREE SWAMI NARAYAN H.V. VIDHYALA, SURAT

H.S.C.

APR 2008

S.S.C.

APR 2006

❖ RELEVANT WORK EXPERIENCE

SATGURU HOLIDAYS [Benin, Gabon & Zimbabwe]

SENIOR SALES & PROGRAM MANAGER / BRANCH SALES MANAGER

May 2022 – July 2023

Obligation focus on Non-Air Services (B2B).
Maximised branch revenue by optimising operations.
Designed sales and service strategies to improve revenue and retention.
Developed annual branch business plans for maximum profitability and effectiveness.
Boosted customer base, acquiring new customers and identifying needs to deliver relevant products.
Mentored staff to increase sales success and productivity.
Kept organisation in compliance with regulations and internal requirements.
Reviewed reports, recommendations and requests from subordinate leadership.

HOTEL SHERATON GRAND CONAKRY, [Guinea, West Africa] (TOPAZ GROUP)

PURCHASING COORDINATOR & ACCOUNTS PAYABLE

Nov 2019-Mar 2022

Designed pricing models for quotations.
Monitored weekly, monthly and quarterly achievement goals.
Negotiated and managed vendor contracts.
Progressed through various purchasing, warehousing and leadership roles.
Used inventory management system to maintain accurate order records.
Updated accounting ledgers and journals to balance statements and maintain accurate records.
Reconciled bank accounts to verify accuracy of cash records.
Stored office and client records on secured server to prevent data losses, conducting regular backups.
Prepared month-end closing entries to maintain detailed reporting and recordkeeping.

SCOOP HAPPINESS PVT.LTD (BREADLINER) THE BAKERY CHIAN IN GUJARAT, INDIA

MULTI BRANCH OPERATION MANAGER
JAN 2018-OCT 2019

Monitored operations to keep processes aligned with targets and matching forecasts.
Reviewed reports, recommendations and requests from subordinate leadership.
Developed successful strategies and policies, meeting organisational needs and implementing improvements.
Created and implemented monthly KPI targets, driving team motivation and morale to achieve them.
Recruited, hired and trained new employees to perform best inventory practices and achieve KPIs.
Displayed positive and friendly attitude towards customers and fellow team members.
Developed new recipes based on knowledge of consumer tastes, ideal nutritional needs and budgetary considerations.
Generated new ideas for marketing to support sales and acquire fresh distributors.
Created campaigns that drove brand and increased revenue through digital development, websites, social media and other industry websites.
Executed all marketing activities in line with crucial vendor marketing to deliver quality messaging and brand-focused content.

ADS KITCHEN/TIKKAS KITCHEN

OPERATION & PURCHASE MANAGER [CLOUD KITCHEN STARTUP]
JUN 2014-DEC 2017

Monitored and notified departments of pricing and market fluctuations to prevent overspend.
Investigated pricing, outlined delivery needs and set up contracts.
Used door to door sales approaches, conducting clever sales pitches to win sales.
Forecasted product sales and achieved quarterly and annual sales objectives.
Used sales software to record, analyse sales and determine company growth.
Worked closely with comms, design and strategy teams to generate creative ideas and meet client's objectives.
Tracked employee time and attendance for payroll.

UNIQUE TRAVELS

OPERATION MANAGER
JAN 2011 – MAR 2014

Working on all kind of booking related to domestic/international travel.
Daily business report generation

❖ LANGUAGES

Hindi, Sindhi, Gujarati, English, French

❖ CURRICULAR ACTIVITIES

Aviation & Hotel Management
Personality Development
N.C.C

❖ **SKILLS**

Salesforce CRM
Sales reporting
Organized multitasker
Data input and arranging
Procedure development
Multi-unit operations management
Workforce training and development
Client relationship management
Key account generation
Cross-functional collaboration
Sales forecasting
Account management

❖ **LEISURE INTEREST**

Web Shows
Travelling
Exploration