

# Mr. Rahul Korjani

6 Years of experience in Sales & Operations

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## Profile summary

Stock in Inventory, Sales Order (B2B & B2C) Management, Inventory checks, Cash Management, Safety & Security, Waste management, Bad stock analysis, SOP development, Credit Note Management.

## Education

Year	Examination	Institution	Marks Obtained
2020	M. Com	S.S. Jain Subodh PG College	48%
2018	B. Com	S.S. Jain Subodh PG College	55%
2015	HSC	Saraswati Vidhyapeeth Senior Secondary School	53%
2013	SSC	Nutan Public School	59%

## Professional Training and Associations

- ▶ MS Office, Excel & PowerPoint
- ▶ Tally ERP - Certified
- ▶ Team Management

## Personal Details

Date of Birth: 04th July 1998

Address: Rahul Korjani ,S/O Dinesh Kumar Korjani

Plot No. 29, Ganesh Vihar Colony, Jai SinghPura Khor,

Jaipur (Raj.)-302027

## Area of Excellence

Sales Order Management



Waste Management



Inventory Management



Cash Management



Stock Analysis





## Work Experience

### Guru Krupa Traders

*(2020 – Present)*

- Ensure timely delivery of B2B and B2C orders.
- Manage customers visiting stores and ensure customer satisfaction.
- Billing customer orders.
- Day to day cash management and hand over.
- Ensure inventory is maintained and present out of stock situation.
- Help the organization in ordering new stocks.
- Weekly supervising bad stocks.
- Develop SOP for day-to-day operational activities.
- Ensure Safety & Security

### Global Siksha India Pvt. Ltd.

*(2018 – 2020)*

- Identify customer needs and provide solutions.
- Provide customer service via phone and email.
- Promote and sell products using solid arguments.
- Build productive relationship with customers.
- Achieving day to day target.

#### **DECLARATION:**

I hereby declare that all the information furnished above is true to the best of my knowledge.

**Date:** 28-Sep-2023

Your Sincerely,

**Place:** Jaipur

(Rahul Korjani)