

KAPIL CHAUHAN

OBJECTIVE STATEMENT

To obtain a challenging position where I can make best use of my existing Skills and be part of the growth and development of the company while attaining a high level of Improvement both in my personal and professional environments

EXPERIENCE

From (January, 2020) Till Date

Working with TVS Motors Dealership as showroom Supervisor

From (October, 2016) – To (October 2019)

Work Experience with Wheels of Arabia as Showroom Incharge Representing Worlds top motorcycle Brand Ducati, MV Agusta, Aprilia, Moto Guzzi, Piaggio, Vespa and Gilera

Key Responsibilities:

- Handling key accounts of Customers
- General Administration of the Branch
- Maintenance of Office & Workshop
- Liaising with the Traffic Directorate
- Liaising with Insurance Agents / companies for vehicle registrations/ claims (if any)
- Handling of Motorcycles, Spare parts and accessories orders
- Accountability of the Branch operations & advise Head Office for the day
- Cash Collection
- Responsible for the Administration and the setting up of sales structure and procedures for smooth and effective execution of customer service and sales support
- Handle sales enquiries
- To follow up all enquiries, preparing proposals where necessary and facilitating show rounds with potential clients to show them our facilities
- Prepare Sales Report, Invoices, Quotations, Delivery notes, Warranty letter of the vehicle, Delivery Inspection reports, Job cards for service and maintenance, Traffic forms for Registration and Insurance purpose, Monthly Stock/Inventory records.
- Liaise with customers to resolve all doubts and discrepancies.
- Follow up payment from customers.
- Manage the branch's daily operation effectively.
- Maintain and build strong relationships with existing & new customer for business development and expansion.
- Monitor in-house stock inventory.
- Process billing transaction.
- Reporting and sending all receipts and costs & reports to accounts on a daily basis. Reports include:
 - *Daily Sales Reports.
 - *Daily Collection Reports.
 - *Daily Stock Receipt and Delivery Reports.

PROFILE

Energetic and versatile individual with excellent communication and ICT based skills. The potential to work in fast-paced environment comfortably and independently with an active commitment and a strong passion for the job.

SKILLS

Computer skills

Well versed with Microsoft office programs, Internet programs, Etc.

Typing Speed : 40 WPM



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Flat no : 21

Road no: 5724

Block no: 1057

Zallaq, kingdom of Bahrain

From (October, 2013) - To (September, 2016)

Work Experience with Bahrain Auto Services W.L.L. as Sales and Administration Executive.

Key Responsibilities:

- Understand cars by studying their features and capabilities, as well as comparing and contrasting competitive models
- Develop buyers by keeping good rapport with previous and new customers; also by suggesting trade-ins; respond to inquiries; recommend sales campaigns and promotions
- Qualify buyers by understanding their interests and requirements; matching requirements and interests to various models, etc.
- Close sales by overcoming objection(s); complete sales or purchase contracts; explain provisions; offer services, warranties and financing; collect payment and deliver automobile
- Update own job knowledge by participating in educational opportunities, attending seminars and reading professional publications
- Explore new opportunities in order to add value to job accomplishments
- Figure out customer's needs by listening and asking questions
- Perform walk-around with new and old customer and demonstrate features of suitable vehicles
- Effectively close sales
- Ensure that customers understand the vehicle's operating features, paperwork and warranty
- Establish and maintain follow-up system, which encourages repeat business cum referrals
- Report to the sales manager regarding reviews, analyses, objectives, and planned Activities
- Participates in sales meetings and training provided by the dealership and manufacturers.
- Review sales statistics and plan more effectively to improve sales.

From (April, 2013) - To (September, 2013)

Work Experience with Best Power Controls M.E.W.L.L. as Administration Executive

Key Responsibilities:

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Represents the executive by attending meetings in the executive's absence; speaking for the executive.
- Maintains customer confidence and protects operations by keeping information confidential.
- Completes projects by assigning work to clerical staff; following up on results.
- Prepares reports by collecting and analyzing information.
- Contributes to team effort by accomplishing related results as needed

From (June, 2012) - To (January, 2013)

Work Experience with Accurate Diagnostic Labs as Verification Officer

- Reviewing application forms against pre-set criteria regarding qualifications, certificates, experience and position types;
- Conducting a range of labor checks;
- Communicating with clients;
- Ensuring Key Performance Indicator with respect to turnaround times and quality are met

KEY SKILLS AND ATTRIBUTES

- Good communication and interpersonal skills.
- Analytical approach in a comprehensive way.
- Committed team player with flexible approach to work and to take timely initiatives.
- Matured enough to handle sensitive business information in a professional way.
- Perfection seeker.
- Positive CAN DO attitude
- Quick learning abilities.
- Capable of working under stress.
- Possess high drive to learn new things.

EDUCATION QULIFICATION

ACADEMIC CREDENTIALS				
YEAR	COURSE	INSTITUTE	UNIVERSITY/ BOARD	GRADE/ %
	MBA	Sikkim Manipal University	SMU India	Ongoing
	PGDIBM	HL College of Professional Education	Ahmedabad University	C
	B.Com	Shree Narayan Guru College of Commerce	Gujarat University	
	th	A-One High School	G.S.E.B	
	10th	Vishwa Bharti School	G.S.E.B	

ACHIEVEMENTS

- Certificates in high school for sketching and painting.
- Trophy and Certificates for LAN gaming conducted at Inter college levels.

PERSONAL INFORMATION

Full Name : **Kapil Maganlal Chauhan.**

Date of birth : 3rd December, 1990.

Languages Known : English, Hindi and Gujarati.

Hobbies : Sketching and playing cricket.

Additional Information : Hold driving license for Private transport and Motorcycle

I hereby declare that the particulars furnished by me in this application are true and accurate to the best of my knowledge.

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KAPIL CHAUHAN