MAYANK DIXIT

**10 SUREEL WILLOW – 2 , NR KRISHNA HEART HOSPITAL, GHUMA GAM , BOPAL AHMEDABAD -54• mayankdixit7155@gmail.com • +919016388103**

**Brief Introduction:**

* Total 24 years of entrepreneurial office administration, sales management and marketing experience with various companies like “**Singapore Consulate**” **“Eros Electricals”** and **CITI BANK Credit cards USA**
* Currently working as Visa/Consular Officer with **Consulate-General of The Republic of Singapore**

 **(Dubai-UAE).**

* Based in Middle East for the last 19 years
* Passed 12thGrade from United States of America,

**Core Competencies:**

* Leadership
* Office Management
* Multi – tasking abilities
* Team building & team work
* Maintaining Customer relationship both internal and external
* Public Relationship

**WORK EXPERIENCE**

**LADY BIRD READY MADE GARMENTS TRADING LLC (AJMAN –UAE)**

JOINED: MANAGER

PERIOD: FROM: 15TH June 2017 TO December 2020

ABOUT THE COMPANY

*Lady Bird Ready Made Garments Trading LLC is a partnership firm dealing in Import of readymade garments from India, Bangladesh and Pakistant and exporting to Oman, Ethiopia and Iran*

**Key Responsibilities:**

* Key Account management.
* Relationship Management.
* Handling Import and Export procedures with the relevant government departments.

**INTOUCH GLOBAL FZC (HFZA-SHARJAH –UAE)**

JOINED: SALES MANAGER

PERIOD: FROM: 8TH DECEMBER 2015 … TO 10TH January 2017

ABOUT THE COMPANY

*Intouch Global FZCis a company formed in UAE with a view to cater the market with our quality services. ITG is technically backed up by* ***InTouch Engineering Pvt Ltd.*** *Which is the company based in India.ITG is generally offering basic and detail engineering, commissioning assistance for petrochemical plants and oil terminals, operations and maintenance services, project management.*

**Key Responsibilities:**

* Achieve growth and hit sales targets by successfully managing the sales team,
* Design and implement a strategic business plan that expands company’s customer base and ensure it’s strong presence.
* Build and promote strong long-lasting customer relationship by partnering with them and understanding their needs.
* Identify emerging markets and shift being fully aware of new products and competition status.

**CONSULATE GENERAL OF THE REPUBLIC OF SINGAPORE (DUBAI –UAE)**

JOINED: VISA / CONSULAR OFFICER

PERIOD: FROM: DECEMBER 2003 … TO November 2015

ABOUT THE COMPANY

*The Consulate of the Republic of Singapore was opened in Nov 1996 and was upgraded to a Consulate-General in Oct 2005. The mission of the Consulate-General is to safeguard the interests of Singaporeans visiting, living and working in the United Arab Emirates (UAE) and to promote bilateral, political, economic and cultural links between Singapore and the UAE. ([www..mfa.gov.sg/dubai](http://www.mercuria.com))*

**Key Responsibilities:**

* Processing Non-Immigrant visa applications (250 – 300 per day),
* Independently handling of VISA Window for visa Applications.
* Screening of visa applications as per Immigration and Check Point Authority(ICA), Singapore
* Managing Authorized Agency appointed by Immigration and Check Point Authority (ICA), Singapore (M/s. VFS Global, M/s. Uranus travels & Tours LLC And M/s. Versatile Services Limited)
* Post approval visa and client/agency management
* Record keeping of statutory consular documents
* Monthly and yearly mission reports
* Special attention to Singaporean citizens related issues
* Assisting Re-entry Permit Holders
* Providing assistance for Visa related queries
* Providing Notarial services
* Assisting Singaporeans for UAE related immigration and naturalization residency services where required

**INTERLINK MARKETING SERVICES LTD**

JOINED: SALES EXECUTIVE EXPORT

PERIOD: FROM: JANUARY 2001 TO AUGUST 2003

ABOUT THE COMPANY

*Interlink Marketing Services Ltd is located in UAE, trading various FMCG products in UAE and GCC*

**Key Responsibilities:**

* Handling Bulk Sales in the Gulf & African region for various FMCG products including Wholesale market within U.A.E.
* Handling inquiries from various G.C.C. countries and maintaining contact with these buyers.

**EROS ELECTRICALS (DUBAI-UAE)**

JOINED: SALES REPRESENTATIVE |LAST: SHOWROOM INCHARGE

PERIOD: FROM AUGUST 1997 - MAY 2001

ABOUT THE COMPANY

*Eros Group distributes retails and services a portfolio of world renowned brands, in the United Arab Emirates (UAE) and in select markets in the Middle East and North Africa (MENA) region. The company proudly partners with twelve global brands which include Samsung, Hitachi, TCL, Linksys, Sonos and one of the leading players in consumer electronics, telecom, and allied multi-products. (www.erosgroup.ae)*

**Key Responsibilities:**

* Responsible for achieving Showroom Sales Targets.
* Responsible for maintaining service standard of the allocated Showroom.
* Supervising the Showroom as a whole.
* Allocation of various responsibilities to the Showroom Staff.
* Reporting to Retail Manager.
* Control and Monitoring incoming and outgoing stocks at regular intervals.
* Ensure Stock of proper Display and POP Material.

**MOBIN MARKETING PRIVATE LIMITED (AHMEDABAD-GUJARAT)**

JOINED: MARKETING EXECUTIVE | LAST: ASSISTNT MANAGER SALES

PERIOD: FROM FEBRUARY 1990 TO JULY 1997

ABOUT THE COMPANY

*Mobin Marketing Private Limited was appointed as Direct Sales Associate for CITIBANK NA USA for marketing of Citi bank Credit Cards for the western region.*

**Key Responsibilities:**

* Leading a team of 5 sales executives.
* Planning new sales and marketing strategies.
* Performing Tele. Sales for Citibank Credit Cards.
* Handling major accounts like Reliance, Arvind Mills, Torrent Pharmaceuticals, Cadila Group and Core Parental.
* Handled financing schemes of Bank of America for Maruti Zen under direct supervision of
* Mr. MuditSaxena, Vice President of Bank of America through our subsidiary
* M/s.Ajanta Sales & Marketing Services.

**KEY ACHIEVEMENTS OF THE CAREER**

|  |  |  |
| --- | --- | --- |
| **CONSULATE GENERAL OF THE REPUBLIC OF SINGAPORE** | **EROS ELECTRICALS-DUBAI UAE** | **MOBIN MARKETING PRIVATE LIMITED** |
| Received Appreciation Of **Distinguished And Dedicated Service O**f 10 Years from **Ministry Of Foreign affairs Singapore** from **CHEE WEE KIONG PERMENANT SECRETARY** | Received **CERTIFICATE OF HONOUR** in recognition of outstanding **Sales Performance** during the inter sales contest- March/April 1998 | **CERTIFICATE OF EXCELLENCE** performance **AWARD** during the period from 1st October to 31st December 1994 fetching thereby an incentive commission of RS.95000.00 |
|  | Completion of yearly sales target both the original target and the revised target ahead of two months for the year 1998 |  |
|  | Completion of Original Annual Target sales on 28 December 1999 form the year 1999. |  |
|  | Excellent Sales Performance achieved on 23 March 2000 for dhs.37,518.00 |  |

**REFERENCES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SR NO** | **NAME**  | **DESIGNATION** | **COMPANY** | **TELEPHONE NO** |
| **1.** | MRS. ARCHANA DHOIPADA | ADMINISTRATION | CONSULATE GENERAL OFTHE REPUBLIC OF SINGAPORE | 055-5981015 |
| **2.** | MR SANJAY | ADMINISTRATION | EROS ELECTRICALS | 055-6037822 |
| **3.** | MR ALPESH SHAH | DIRECTOR | INTOUCH GLOBAL FZC | 00919824744472 |

**EDUCATION, TRAINING AND PERSONAL DETAILS**

**EDUCATION:**

* Passed 12th Grade from Santa Maria Joint Union High School California **(UNITED STATES OF AMERICA** 1988 - 1989
* Completed correspondence course in **Customer Service Training** from **“ALISON”** Institute –**Ireland** (Dec 2012 – Feb 2013)
* Completed a correspondence **DIPLOMA In Human Resources** from **“ALISON”** Institute- **Ireland**  (15TH March 2013 –30 TH May 2015)

**PROFESSIONAL DEVELOPMENT COURSES**

* **Windows & Office tools** Diploma in MS OFFICE from SWIFT INDIA N.I.I.T. Ac Advanced

**PERSONAL DETAILS**

* Age 49 Years
* Languages Known English, Hindi, Gujarati and Arabic
* Marital Status Married
* Nationality Indian
* Driving License Valid UAE Driving License