

Mahesh Shah

Phone: (+91) 9503233567 email:maheshgshah@yahoo.com

Executive Summary

Currently I am working as branch manager/location head with total work experience of 20years in Management field. I have summarized my experience below:

- Experience of over 20 years as Business Development, Administration, Finance.
- Problem solving and analytical skills.
- Good communication, Presentation & Customer Relationship Management skills.
- Confident self-starter, independent worker, team player.

Work Experience details =Turnkey Electrical Engineers Pvt. Ltd. Pune.

Branch Manager/Location head

since 2012 till date

- Managing day to day branch administration.
- Managing delivery of goods and material on site.
- Handling labours and labour contractor on sites.
- Appointing and managing engineers and supervisors.
- Tender completion and submission.
- Looking after finance.
- Attending sales calls and meeting.
- Coordinating between head office and various branch offices.
- Planning and implementations of projects.
- Achieving set target in specific period.
- Maintain good relation with existing client, architect and project management consultant.
- Acquiring new projects and helping execution team to complete the project in time

Work Experience details - Unity Integrated Solutions Pvt. Ltd. Mumbai

- Maintain relations with vendors and distributor.

Business Development Manager

2000 to 2012

- Handling team of sales executives
- Maintain good relation with existing clients, architects, and project management consultants
- Acquiring new projects and helping execution team to complete the project in timrelation with

Educational Qualification

vendors and distributor.

Education & Credentials	Bachelors of Commerce
Education & Credentials	1 Year Executive MBA (Finance)
Education & Credentials	SAP FICO
Education & Credentials	Tally ERP 9

Personal Details

Mahesh Shah

Phone: (+91) 9503233567 email:maheshgshah@yahoo.com

<i>Father's Name</i>	<i>G.V.Shah</i>
<i>D.O.B</i>	<i>10.04.1974</i>
<i>Marital Status</i>	<i>Married</i>
<i>Passport</i>	<i>Yes</i>

