

RESUME

RAMESH DHIRAJLAL WASROLIA



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COMPUTER SKILLS:

Computer Literate:

Windows 8/10

MS Office

Advanced Excel

MS Power Point

Internet

Adobe Illustrator

SKILLS:

Peachtree

Tally *Tally*

quickbooks

Best Skills for Data Entry:

- MS Office
- Microsoft Excel
- Typing speed 40 wpm
- Google sheets usage
- Knowledge of data entry software
- Familiarity with QuickBooks
- Knowledge of Oracle

E-Cube:

English General Course.

ACADEMIC QUALIFICATIONS:

- Board Secondary School Education, Jennings (Pvt.) School. Karachi.
- Board of Intermediate Education Karachi, Sindh Muslim Government Commerce and Art College. Karachi

WORKING EXPERIENCE:

Altamash General Hospital, Karachi.

Currently working with **Altamash General Hospital**, working as Store Incharge and Sales of Medicines since January' 2025 till now.

My Duty to performed as sales of stock lot:

1. Daily maintain requirement of medicines for various department.
2. Daily check the requisition and stock of medicines in departments.
3. Daily check the stock of medicines in store.
4. Daily update consumption of medicines in all department..
5. Daily issued medicines to various departments as per requirement.
6. Maintain stock list of medicines on software and physical on journal.
7. Prepared daily excel sheets of expired medicines date.
8. Prepared list of unused medicines to return or sales in market.
9. Avail 100% discount facilities on medicines.
10. Sell medicines of surplus stock in market at best percentages.
11. Observe market prices of medicines if shortages collect.

Royal Collection , Pakistan & Dubai, U.A.E.

Worked with **Royal Collection**, an exporter of garments, leftover stock and fabrics, work as Sales of Stock garments lot and Procurement of new stocks and Accounts and Accounts Receivable, since, April' 2020 till December'2024.

My Duty to performed as sales of stock lot:

1. Contact various factory and godown owner pertaining new arrival of leftover stock for sales.
2. individual check the quality of garments i.e sizes, Altar, Rafu, packing, fabric condition & quantity , separate A,B,C grade quality workout on it.
3. Calculate the rate and cost per fabric and collect samples .
4. Send images of samples after 80% confirmation send samples by courier and quote prices including shipment loading unloading Karachi to UAE port to our buyers.
5. After the deal prepared all bank documents as per L/c.
6. Sell "C" grade garments in the local market and collect the payment after delivery of goods.

Crown Autos Pvt. Ltd , Karachi.

Worked with **Crown Autos Pvt. Ltd.**, manufacturer of car Auto silencers work Sales of car silencers, since February 2015 to March'2020

My Duty to performed as Sell of Auto Silencers:

1. Prepared all import documents of Electro Galvanized steel sheet coil from China.
2. Daily survey local market Vander's.
3. Observed the requirement goods and sold stock.
4. Focus on availability of others seller stock quality quantity & prices.
5. Calculate to provide more benefit to vender's to sell our goods.
6. Observing on daily production and delivery of silencers.

Ability to Sales Skills

Active Listening
Empathy
Product Knowledge
Time Management
Negotiation Skills
Business Acumen
Building Relationships
Effective Communication
Project Management
Objection Handling
Strategic Prospecting
Discovery
Technology
Territory Management
Curiosity
Conflict Management and
Resolution
Client Engagement

Data Entry:

Processed over 999 data
entries per day with
97% accuracy,

Significantly enhancing
data quality for all
projects.

PERSONAL INFORMATION :

Father's Name : **Dhirajlal**
Nationality : **Pakistani**
NIC : 42301-0739502-3
Pass Port No. : AN 7125023
Expiry : 18.03.2026
Date of Birth : 24th January 1970
Driving : Motor car &
Motorcycle

WORKING EXPERIENCE:

Pak Denim Ltd, (Manufacturing of Denim fabric) Karachi.

As Sell of Denim Fabric, since November'2007 to December'2014.

My duties to performed as Sell of Denim Fabric.

1. Collect sample of denim from buyer
2. Handover to analyst department to separate the yarns counts prepared costing sheet and confirm rate .
3. After analyst the yarns follow the spinning, dyeing, weaving and finishing department till the completion of fabric ad per buyers requirement.
4. Also sell stock fabrics too.

Baig Spinning Mills Ltd, (Manufacturing of cotton yarn), Karachi.

February'1995 to October 2007, Assistant Manager Marketing & Sales
"Sales of Cotton Yarn, procurement of Raw Cotton (during cotton season)
sell yarn to local buyers & prepared Export documents as per Letter of credit to all documentation till the shipment of goods, as per L/c requirement.

My duties to performed Procurement of Raw Cotton

1. Observed International raw cotton market calculate local rate
2. Contact to sellers Ginning factory send our cotton selector to check The cotton at ginning factory and received samples of raw cotton.
3. Check the raw cotton at our Mill Lab.
4. After approval received by our lab .
5. Negotiate the prices and approval by our CEO booked the cotton.
6. Prepared Bank Draft as per weight calculation.
- 7 .After arrival of goods recheck the quality as per sample received by us if not send claim and debit creditor account ledger.

My duties to performed Sales of Cotton Yarn to local buyers.

1. Send baby yarn samples to various fabric manufacturing Industries
2. After approval of yarn sample quote prices and prepared contract.
3. After manufacturing of yarn count 10/1, 12/1, 14/1 ,18/1 ,22/1 as per requirement by fabric manufacturer collect cheque as per contract terms and condition.

My duties to performed Export Officer.

1. Prepared calculation of export of yarn costing.
2. After confirmation send contract to our South Korea and Bangladeshi buyers.
3. Collect Letter of credit and focus and read if any discrepancy L/c not as per contract immediately request for correction amendment.
4. Prepared shipment of yarn as per Letter of credit.
5. Prepared all customs documents requirement as per government policy .
6. Prepared all bank documents requirement as per L/c.
7. After shipment follow to payment as per require of L/c "at sight, 60 days or 120 days)
8. 60 and 120 days prepared document to obtain bank discount facilities.