

Rajesh Kumar Jha

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Buddhanagar, New Baneshwor-10, Kathmandu, Nepal

PROFESSIONAL SUMMARY

I have Bachelor degree and 15 plus Years' Experience in Automobile Spare Parts business. I have good knowledge in Tally, Auto Boom (software), MS Office, Order Planning, Inventory Management, Warehouse Management, FMS & ABC analysis, Finpro Software, MS-NAV, Jet Report, Sales, Team Management, Logistic Management, Picking, Packing, and Dispatching.

WORK EXPERIENCE

Director- Sales & Marketing

Aug 2020 - Present

COMMUNICATION & BROADCAST TECHNOLOGY PVT LTD • Kathmandu

- Sells products by implementing national sales plans
- Supervises regional sales managers
- Determines annual unit and gross-profit plans by implementing marketing strategies, analyzing trends and results
- Establishes sales objectives by forecasting and developing annual sales quotas for regions and territories and projecting expected sales volumes and profit for existing and new products
- Implements national sales programs by developing field sales action plans
- Maintains sales volume by tracking changing trends, economic indicators, competitors and supply and demand
- Completes national sales operational requirements by scheduling and assigning employees and following up on work results
- Maintains national staff job results by counseling and disciplining employees
- Plans, monitors, and appraises job results
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies
- Contributes to team effort by accomplishing related results

Manager- Spare Parts

Jul 2018 - Aug 2020

Eastern Motors Pvt. Ltd. • Kathmandu

- Achieve annual parts sales target more than 100%
- Provides financial information to management by researching and analyzing accounting data; preparing reports
- Coordinate overall branch sales operation on daily basis to ensure increase sales and operation
- Properly receiving the spare parts with in stipulated time, Conduct regular physical verification of spare parts
- Conduct regular market visit covering all to improve field sales coverage and market intelligence
- Proper planning for arrangement of goods received in store, To keep the spare parts properly Racking system as base on FIFO received method
- Make Yearly Business Plan
- Monitor sales team performance on regular basis, develop, coach, motivate, recognize and assist them to achieve set target and objectives related to key performance indicators
- Report to the MD regarding reviews, analyses, objectives and planned activities

Manager- Spare Parts

IMS GROUP Pvt. Ltd. • Kathmandu

Nov 2016 - Jul 2018

- Contribute to achieve annual parts sales and profitability objectives
- Coordinate overall parts branch sales operation on daily basis to ensure operation excellence
- Identify new market opportunities for parts business expansions and develop parts sales business
- Review all branch sales performance on monthly basis, conduct one to one meeting identify and take corrective action for performance improvement
- Conduct regular market visit covering all to improve field sales coverage and market intelligence
- Initiate and recommend strategies for product promotions and for enhancing sales and market share covering all sales channels
- Attend to customer needs complaints, resolve related issues for continues improvement of services and customer satisfaction
- Manage updating and monitoring customer profile and data base, perform integrated sales analysis periodically
- Carry out regular branch visit to ensure smooth business operations, branch management, staff needs, safety and security procedures are met
- Follow and comply with standards to ensure operation excellence
- Monitor sales team performance on regular basis, develop, coach, motivate, recognize and assist them to achieve set target and objectives related to key performance indicators
- Reporting daily to Department Head and/ or Concerned Authority

Manager Spare Parts

Chaudhary Group • Kathmandu

Aug 2014 - Nov 2016

- Contribute to achieve annual parts sales and profitability objectives.
- Coordinate overall parts branch sales operation on daily basis to ensure operation excellence.
- Identify new market opportunities for parts business expansions and develop parts sales business.
- Review all branch sales performance on monthly basis, conduct one to one meeting identify and take corrective action for performance improvement.
- Conduct regular market visit covering all to improve field sales coverage and market intelligence.
- Initiate and recommend strategies for product promotions and for enhancing sales and market share covering all sales channels.
- Attend to customer needs complaints, resolve related issues for continues improvement of services and customer satisfaction.
- Manage updating and monitoring customer profile and data base, perform integrated sales analysis periodically.
- Carry out regular branch visit to ensure smooth business operations, branch management, staff needs, safety and security procedures are met.
- Follow and comply with standards to ensure operation excellence
- Monitor sales team performance on regular basis, develop, coach, motivate, recognize and assist them to achieve set target and objectives related to key performance indicators
- Reporting daily to Department Head and/ or Concerned Authority.

Parts Manager

K.L. Dugar Group • Kathmandu

Oct 2012 - Aug 2014

- Coordinate for performance of sub-ordinates as per given job profile
- Inventory control
- Correspondence with Suzuki Motorcycle India & China in case basis
- Coordination with account department for duly payments to the suppliers and to collect outstanding dues
- Take initiative and make plan for promotional activities to increase sales of spare parts and

- accessories
- Place purchase order
- Order for accessories
- Review reports and take necessary action
- Realize and monitor sales target, budget and inventory utility

In-charge- Spare Parts

Oct 2010 - Oct 2012

Constant Business Group Pvt. Ltd. • Kathmandu

- Inventory control
- Coordination with account department for duly payments to the suppliers and to collect outstanding dues
- Take initiative and make plan for promotional activities to increase sales of spare parts and accessories
- Make purchase order list China & Korea
- Review reports and take necessary action
- Realize and monitor sales target, budget and inventory utility
- Report to MD

Jr. MANAGER - Spare Parts Department

Sep 2009 - Oct 2010

AVCO International PVT. LTD • Kathmandu

- Coordinate for performance of sub-ordinates as per given job profile
- Inventory control
- Correspondence with MOBIS India & Korea in case basis
- Recommend local suppliers for local purchase
- Coordination with account department for duly payments to the suppliers and to collect outstanding dues
- Take initiative and make plan for promotional activities to increase sales of spare parts and accessories
- Verify purchase order to MOBIS India & Korea
- Verify order for accessories
- Review reports and take necessary action
- Realize and monitor sales target, budget and inventory utility

EDUCATION

Bachelor

Aug 1994 - Sep 1997

Mechi Campus • Bhadrapur, Jhapa, Nepal

Management

Intermediate

Aug 1990 - Sep 1992

C.M. Science Collage • Darbhanga, India

12 Certificate in Science

SLC

Sep 1989 - Aug 1990

La. Cha. Mu. School • Jaleswor, Mahotari, Nepal

School Leaving Certificate

SKILLS

- Tally (Accounting Software)
- Auto Boom (Automobile service & Parts Operation Software)

- MS Office- Excel, Word, Power Point
- Order Planning
- Inventory Management
- Warehouse Management
- FMS & ABC analysis
- Finpro (Account & Inventory Software)
- MS-NAV (ERP Software)
- Sales Management
- Team Management
- Logistic Management
- Price Parts for Estimates
- Create Purchase Orders and Order Parts for Jobs.
- Managing staff; planning and evaluating department activities
- Selling parts to customers
- Making sure that repair operations are performed in time
- Avoiding the costs of excessive inventory

PROFESSIONAL CREDENTIALS

- 5S & Kaizen
- Pro Captain
- Spare Parts Inventory Management
- TALLY Accounting Software

AWARDS AND HONOURS

2010 Asia Pacific Parts Conference 2010

Conference about Hyundai Parts Country Manager. At Cebu, Philippines By- Mobis 3 Days

Safety Raiding 2010

By-Syakar Safety Driving Training Center, Gawrkhu, Lalitpur, Nepal 3 dyas

COMPUTER SKILLS

- MS Office
- Excel
- Word, Accounting Software
- Parts Catalogue
- MS NAV
- Power Point
- Thorough understanding of social media and social media analytics
- Outlook
- ERP
- SAP

LANGUAGE

- English
- Nepali
- Hindi
- Maithili

ADDITIONAL EXPERIENCE

- Warehouse construction and design
- Marketing
- Train coworker and Retailer how to re order as per consummation based
- Picking
- Packing
- Labeling
- Dispatching
- Receiving Goods
- Binning

Personal Information

Gender: Male
Current Address: Jana Eakta Marg,Buddhanagar, New Baneshwor, Kathmandu
Permanent Address: Chinnamasta-5, Saptari
Marital Status: Married
Religion: Hindu
Nationality: Nepali
Date of Birth: 1973-Oct-30

REFERENCE:-

Reference #1

Name Mr. Gopinath CP
Address India, Nepal.
Email cpgopinath@hotmail.com
Mobile +91-9008167250
Company Name Ex Consultant Chaudhary Group, BATAS, MAW
Company Location Kathmandu, Nepal.

Reference #2

Name Mr. Dikesh Malhotra
Mobile +977-9802907777
Company Name IMS GroupCompany
Location Kathmandu, Nepal
Designation MD

Reference #3

Name Mr. Santa Raj Batas
Mobile +977-9801320888
Company Name BATAS Group
Company Location Kathmandu
Designation MD