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| **JAY**Email Id: jay.189556@2freemail.com Mobile no. +971503718643 |  |
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**Personal Information:**

Nationality : Indian

Marital Status : Married

Date of Birth : 15/06/1987

Language Know : English, Hindi, Marathi, Gujarati

Visa Status : Tourist visa

**Work Experience:**

* In Prism Mills LTD in Navsari.(From 26th January 2012 to 15th January 2018).
* In Maruti Suzuki Auto Vista Mobiles Limited in Mumbai. (From 10th June 2011 to 31st Dec 2011)
* In Maruti Suzuki Kataria Auto Mobiles Limited in Gujarat.( From 1st June 2010 to 31st March 2011)

**Worked As:**

* In Prism Mills LTD working as an Office Assistant.
* In Maruti Suzuki Auto Vista Mobiles Limited as a Sales Executive.
* In Maruti Suzuki Kataria Auto Mobiles Limited as a Sales Executive.

**Work Profile:**

* Worked as an Office Assistant in Prism Mills LTD profile as below mention:
* Maintain the employees Attendants sheet.
* Purchasing the tools &equipment’s for maintenance Department.
* Watched all departments & employees are working or not.
* Hiring, training and developing new employees.
* Handling Purches department and cash as well as filing and billing of equipment.
* Worked as a Sales Executive for in Maruti Suzuki Kataria Auto Mobiles Limited Work Profile as Below mention:
* Giving an explanation about the car features and make the customer satisfactory.
* Excellent Interpersonal, Communication & customer services skills.
* Handling Individual as well as corporate clients.
* Worked as a Sales Executive for in Maruti Suzuki Auto Vista Mobiles Limited Work Profile as Below mention:
* Giving an explanation about the car features and make the customer satisfactory.
* Excellent Interpersonal, Communication & customer services skills.
* Handling Individual as well as corporate clients.

**EDUCATION & QUALIFICATION**

* S.S.C: J.D.T high school Maharashtra board with 52.13% during the year 2005-2006.
* H.S.C: D.T.S.S collage Maharashtra board with 50.83% during the year 2007-2008.
* S.Y.B. Com Completed from D.T.S.S Collage during the year 2009-2010.

**COMPUTER SKILL**

* Operating System: MS-Dos, Windows 98 , 2000 & XP
* Application: MS-Word & Excel.
* Other: Email & Internet.

Hereby,

I promise that, all the above information is true and I am ready to work in your company according to your company’s rules and regulations, and I promise that, I will try my level best for the success of the company.

Date:

(Jay)