**RESUME**



**Jay**

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**C/o-Contact NO. +971-501685421**

**PROFILE SUMMARY**

To evolve myself as an asset of organization and simultaneously increase my knowledge. My desire is to find a stable yet challenging position in a Professional environment in which I learn new skills while utilizing my previous experiences to improve beyond my current abilities. I expect to build a strong business relationship within the company and with clients and to exceed expectations in all aspects of my work.

**STRENGTHS**

* Able to handle any official.
* Resourceful & adaptive.
* Good problem solving skills.
* Accepts challenges positively.

**WORK EXPERIENCE**

**June 2011 :– Kochar info Tech Pvt. Ltd.**

Technical Executive – Baroda – 5th June 2011 / 16th Nov 2011

Worked as Technical Executive (Customer Grievance Resolver).

**November 2011 – Proprietor at Laxmi Hosiery**

Proprietor at father’s business – 17th November 2011 to 15th Oct 2015

Manage retail trading shop- Purchase and re-sale goods..

**Nov 2015 :– Ashwin Engineering**

Sales Representative– Baroda – 1st Nov 2015  / 31st Oct 2016

I have worked with Ashwin Eng for 1year as Sales Representative.

I use to schedule meeting with concerned officer in purchase department of companies and meet them and demonstrate the products.

Evaluate the products required for particular industry/plants (Cement Plant, Paper Plant).

After demonstration provide them price/offer and take their follow-up regarding the orders.

Negotiate and crack the orders.

**EDUCATIONAL QUALIFICATION**

Gujarat State Education Board, Baroda          -S.S.C with Second class 51.86% in March 2006.

Gujarat State Education Board, Baroda          -H.S.C with Second class 50.14% in March 2008.

Maharaja Sayajirao University, Baroda    -B.Com with Pass class 46 % in March 2011.

Indira Gandhi National Open University   -Pg Dip in IBO with Second class 54.67% in December 2012.

Indira Gandhi National Open University -M.Com with Second class 56.25% in December 2013.

Institute of Cost and Works Accountant -C.W.A (Pursuing)

**COMPUTER SKILL**

  MICROSOFT WORD, EXCEL, POWERPOINT.ETC

      INTERNET

      TALLY 7.0

      TALLY 9.0

**PERSONAL SKILLS**

* Hard working.
* Creativity.
* Optimistic and result oriented

**Personal** **Detail**

Married Status: Unmarried

Nationality : Indian

Date of birth : 24th Nov 1990

**Passport Detail**

Date of issue : 15.11.2016

Date of Expiry : 14.11.2026

Place of issue : Baroda Gujarat

Visa status : Visit Visa

**Declaration**

I hereby declare that all the above mentioned details are true and correct to the best of my knowledge.