**RESUME**



[Jaimin.371675@2freemail.com](mailto:Jaimin.371675@2freemail.com)

**Full Name** **:** Jaimin

**DXB Address** **:** Puranmal Building, Near Dubai Museum, Bur Dubai.

**Nationality** **:** Indian

**Visa Status** **:** Visit

**Languages Known** **:** English, Hindi and Gujarati.

**Skills**

* Detail-oriented, Efficient and Organized Professional with Extensive Experience in Administration Systems.
* Possess Strong Analytical & Problem Solving Skills, With the Ability to make well thought out Decisions.
* Excellent Written and Verbal Communication Skills.
* Highly Trustworthy, Discreet and Ethical.
* Resourceful in the Completion of Projects, Effective at Multi-tasking.

**EDUCATIONAL**

|  |  |  |
| --- | --- | --- |
| **Degree** | **Passing Year** | **Name of University** |
| EXPORTS & IMPORTS | August-2015 | GOG AMA CENTER FOR |
|  |  | INTERNATIONAL TRADE |
|  |  |  |
| Bachelor of Commerce | August-2013 | Gujarat University, Ahmedabad |
| (B.COM) |  |  |
| 12th (High School) | March-2009 | Gujarat State Higher Secondary Education |
|  |  | Board, Ahmedabad. |
|  |  |  |

**STRENGTH**

* Good Communication Skills Interpersonal & Presentation Skills.
* Ability to Work in a Team
* Good Organizational and Management Skills and Good Communication Skills.

**EXPERIENCE TOTAL MORE THAN 2.5 YEARS**

 **COMPANY NAME** **:** Pravani Creations ( Multimedia Company )

 **DESIGNATION** **:** Executive Admin cum Account

 **DURATION** **:** September, 2013 to August, 2014

 **RESPONSIBILITIES** **:-**

* + - * Handling Inquiries
    - Tracking Transactions
  + Coordinating for Payments
* All kind of Back office work

 **COMPANY NAME** **:** Lok Management Services Pvt. Ltd. ( Finance Company )

 **DESIGNATION** **:** Executive Admin

 **DURATION** **:** September 2014 to June 2015

 **RESPONSIBILITIES** **:**

* + - * Purchasing & Procurement
    - Vendor Management & Payment
  + Provide Facilities to Branches & Employees
* Communicating with Connection Management

 **COMPANY NAME** **:** JD Corporation ( Real Estate Company )

 **DESIGNATION** **: Sr.** Executive Admin cum Sales Coordinator

 **DURATION** **:** July 2015 to March 2017

 **RESPONSIBILITIES** **:**

Vendor Management & Payment

* + Provide Facilities to the Staff and Handle Sensitive client for closer of sales.
* Generate Leads for Marketing Staff by doing Promotions and Participating in Events
  + - * + Maintain Weekly & Monthly Sales Report
    - Work with sales team to improve sales strategy and Increase the sales

Prepare sales Quotations and Follow up

* + - * Maintains for Payment and Receipt Entries

**DECLARATION**

I Hereby Declare That the Information Furnished Above is True to the Best of My Knowledge.

**Jaimin**