Curriculum Vitae



**NIKUNJ**

**Email:** **nikunj.387404@2freemail.com**

**CAREER OBJECTIVE**

To pursue a career with a Company which offers an opportunity to learn and develop both in professional and personal life and I believe that my technical, functional and communication skills will help me face the challenging career ahead.



**PROFESSIONAL EXPERIENCE**

**1. TANVI ENTERPRISE (Surat, Gujarat, INDIA)**

**Designation: E-commerce Management (January 2017 - November 2018)**

**Job Profile:**

* + Manage Document Import Export Related Work.
	+ Excellent Working knowledge of import and export industry terminology as well as documentation processes.
	+ Traveling INDIA to DUBAI for Import Related Work.
	+ Very comprehensive knowledge of the procedures related to import and export.
	+ Excellent communication, Coordination and alignment skill
	+ Coordinating with the production and logistic departments and scheduling shipment.
1. **FREELANCER**

**Designation: Photo editor – Part time (April 2015 - December 2017)**

**Job Profile:**

* Proficient with ADOBE PHOTOSHOP CS3.
* Huge knowledge of work in Product photo editing work with freelancer Client.
* Ability to be hands on with photo research, selection and image adjustment.
* Manage Workload of images, Prioritizing and completing editing to meet the demands of the day to day events.
* Assigning/Editing / Processing incoming content for internal & external Clients.
* Time manage the photo editing process between cutting, editing, Labelling, approving, uploading, Reediting and archiving.
1. **Broker Office (Surat, Gujarat, INDIA)**

**Designation**: **Office Work (July 2014 – December 2014) Job Profile**:

* + Scan Document into database.
	+ Banking Related Work like check transfer and Deposit, withdraw work.
	+ Prepared document for data entry.
1. **SWASTIK BISCUIT AGENCY: (Surat, Gujarat, INDIA)**

**Designation: Ware House supervisor cum sales man (January 2013 - March 2014)**

* + Unloaded pallets, broke down and restacked Product.
	+ Verified product quantity and recorded information; noted discrepancies for follow-up.
	+ Ensured Clean and safe work environment.
	+ Prepped daily pickups and pulled and staged orders for next day’s shipment and delivery.
	+ Unpacked and scanned trailer merchandise to ensure accurate recording of incoming product
	+ Responsible for managing the staff the corporation’s warehouse functions such as shipping, receiving, picking and stocking, etc.
1. **D’MART (Rajkot, Gujarat, INDIA)**

**Designation**: **Sales Associates (August 2011 - April 2012) Job Profile**:

* + Anticipating customer’s Needs.
	+ Greeted and interacted with customers to determine their product requirements.
	+ Provided purchasing assistance to customers and guided them to product location.
	+ Placed, displayed and maintained store merchandise, in an effective manner.
	+ Prepared and maintained correct and complete record related to work activities.
	+ Cleaned all assigned work premises and discarded of debris and trash materials.



**EDUCATIONAL QUALIFICATIONS**

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| **Sr. No.** | **Examination Passed** | **Institute** | **Percentage (%)** |  |
|  |  |  |  |  |
| **1.** | Dip. In Mechanical | Institute of Mechanical | PASSED |  |
| (December- 2014) | Engineers. (INDIA) |  |
|  |  |  |
|  |  |  |  |  |
| **2.** | Secondary Passed - | Gujarat State Education Board | 57.38% |  |
| 2008 |  |
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**TECHNICAL SKILLS**

 ADOBE PHOTOSHOP CS3

 Microsoft Office 2010

 E-commerce Website

 Social Media Marketing



**SOFT SKILLS**

 Organization

 Customer service skill

 Time management

 Product knowledge

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|  | **PERSONAL PROFILE** |
| Gender | : Male |
| Nationality | : Indian |
| Date of Birth | : 15th February 1993 |
| Marital Status | : Unmarried |
| Languages Known | : English, Hindi, Gujarati |
| Hobbies | : Traveling, Music, Cricket |
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