

Curriculum Vitae: GUJAR SURAJ

With nearly two years of experience in working as a sales & business executive in a construction firm and managing a manufacturing unit producing aluminium hydroxide gel, my experience in both sales and managerial aspects are exceptional. Taking charge of the company after my father's heart attack and prolonged treatment, I have gained a tremendous experience of management and customer relation while working. But left the job due to some family dispute*.* And later on after working for four years in a family business I decided to continue my education.

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Personal Information:

Email Address- surajngujar@gmail.com

Date of birth - 29-3-1989

Gender- Male

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Work Experience:

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| Period: | 10/02/2013 | to 10/03/2015 |
| Name and address of employer: | Raghavendra Construction Concern |
|  | 1A, Devimangal Apts, Behind Sai Palace, Chetna Nagar, |
|  | Nashik-422009, Maharashtra, India. |
| Type of business or sector- | Civil and Industrial Construction. |
| Occupation or position held- | Sales & Business Development Executive. |
|  | Marketing and promotions campaigns |
|  | Administrative tasks including employee supervision and management |
|  | Customer service to clients and businesses |
|  | Establish vendor relations with manufacturers and other suppliers |
|  | Inventory maintenance and control |
| Period: | 01/06/2007 | to 01/02/2011 |
| Name and address of employer: | Amba Organics Pvt. Ltd |
|  | Plot No. 229, MIDC, Mumbai-Agra HIghway, Gonde, |
|  | Maharashtra, India. |

Type of business or sector- Chemical Manufacturer.

Occupation or position held- Management Executive.

 Checking the production of two shifts for quantity and quality and dispatching

to client.

 Check for problems with men or machinery and stock up on raw material and

fuel.

 Be on production line to spur workers and ensure quality.

 Paying supplier and utility companies to ensure smooth functioning

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Education:

Period- 2011-14

Name of the organization- The Indian Institute of Planning and Management, New Delhi

providing education

Title of qualification awarded- IIPM Graduate program in Planning and Entrepreneurship.

Principle subjects- Business organization & Management, Economics, Legal system, Financial

Accounting, Marketing Management, National Economic Planning, Product

& Brand Management, Marketing Strategy, Executive Communication.

(Unable to appear last 2 semester due to financial condition.)

Period- 2005-07

Name of the organization- Bhonsala Military School Nashik.

providing education

Title of qualification awarded- Higher Secondary School.

Principle subjects- Physics, Chemistry, Mathematics, English.

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Personal Skills:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mother Tongue - |  | Marathi (Regional Language) |  |  |  |  |  |  |  |  |
| Other languages- |  | Hindi, English. |  |  |  |  |  |  |  |  |  |  |  |
| Self-assessment |  |  |  | **Understanding** |  |  |  | **Speaking** | **Writing** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *European level (\*)* |  |  | Listening |  | Reading |  | Spoken |  | Spoken |  |  |
|  |  |  |  |  |  |  |  |  | interaction | production |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| English |  | C |  | Proficie |  | C2 |  | Proficie | C |  | Proficie | C |  | Proficie | C2 | Profi |
|  |  | 2 |  | nt user |  |  |  | nt user | 2 |  | nt user | 2 |  | nt user |  | cient |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | user |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | *(\*) Common European Framework of Reference for Languages* |  |  |
| Social Skills & Competences - | Team Work. |  |  |  |  |  |  |  |  |  |  |  |
|  | Intercultural Skills. |  |  |  |  |  |  |  |  |  |  |  |

Computer Skills & Competences- Competent with most Microsoft office programs.

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