

CV

Viral Shrimali

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Professional Summary

Adaptable higher senior level management personnel who applies outstanding communications skills while motivating staff and meeting excellent service standards. Adept at monitoring employee performance to ensure cost-effective allocation of personnel resources. Set pinnacle standard of success and specialize in maintaining efficiency.

Objective

To achieve a position in the vast field of commerce, e-commerce and professional specialized trainings to steer the activities towards achieving the long term and short term goals. Also to work in a competitive and multidisciplinary collaborative environment where I could unite my motives with organization's goals so that both would be mutually benefited.

Personality

A multi-skilled, accomplished, polite and determined person with good all-round supervisory, technical expertise and extensive experience in admin who approaches queries systematically and logically to provide effective solutions. Very capable with a proven ability to ensure the smooth running of systems and to provide best services and solutions those will improve the efficiency and performance of the company. Broad practical knowledge of complex systems and management, always up to date with Internet & technology, use own initiative and function well in a team.

Core Qualifications & Skill Set

- Excellent Communication skills.
- Sound knowledge of research techniques.
- Detail conscious & target oriented.
- Strong instructional skills.
- Good commanding power.
- Confident & assertive approach.
- Strong managerial skills that help implement plans and tackle risks.

Professional Experience

Club Manager

@ Club North – Godrej Garden City

Pink Pal Celebration (F M Company)

April 2014 – Cont.

Ahmedabad,
Gujarat - 382481.

- Plan and coordinate administrative procedures, systems and devising ways to streamline processes.
- Assist HR in recruiting and training personnel, allocate responsibilities and office space.

- Solely implement a new hire mentoring program.
- Take hiring and termination decisions.
- Solely assess staff performance and prepare monthly assessment of club operations to ensure maximum efficiency and operations adhere to policies and regulations.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Oversee facilities services, maintenance activities and tradespersons in absence of Sr. Manager.
- Address and route members' feedback and queries to relevant department. Reply to members' queries as per the club operations guidelines, rules and regulations.
- Regularly check the CCTV surveillance and CCTV working condition to run it without any technical fault.
- Rectify and get fixed any technical issue in IT related items.
- Correspond on behalf of PPC Proprietor with traders, vendors, members and GGCPPL.
- Prepare monthly operations invoices to submit to GGCPPL.
- Prepare and verify Daily activity operations report, Monthly footfall report, Hall booking report, Incident report, Monthly general report, asset list and maintenance requirement report.
- Oversee, supervise and regulate all general club operations.

Center Head & Chief Examiner

Netriver Technologies Private Limited

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Pearson VUE Test Center (PVTC)

October 2010 - April 2014

Navrangpura,
A'bad - 380009.

- Develop curriculum and new instructional programs for the institute.
- Monitor & analyze the performance of students.
- Approach schools, colleges and companies for affiliation and to increase enrollment.
- Monitor the regular attendance activity periodically.
- Make provisions to impart high grade education to the students.
- Determine the income sources and allocate funds for different management activities
- Determine the performance of the institute & plan the strategies accordingly.
- Assist the faculties by providing teaching materials.
- Executed a code of conduct to maintain discipline among the students.
- Analyze and maintain students' records.
- Develop and implement strategies to meet the needs of students, faculties and institute.
- Set exam fees vouchers sales and profit goals for facility.
- Provided extensive training for new hires.
- Implemented a new hire mentoring program.
- Made hiring and termination decisions.
- Prepared monthly assessment of center operations.
- Promoted exam center across professional organizations and offered special packages for their staffs to obtain necessary certifications required for government tenders and contracts.

Asst. Pharmacy Manager

Glenhazel Limited

(Barkers Chemist)

December 2006 - August 2010

London- SW17 8PW
UK

- Contact affiliates and suppliers for purchase.

- Conduct interviews for vacant positions.
- Maintain stock register appropriately.
- Represent the pharmacy in general meetings and presentations.
- Forward all the reports to Sr. Manager and take necessary steps as instructed.
- Train the new joiners for all administrative tasks.

Sr. Customer Care Executive
HFCL (Himachal Futuristic Communication Limited)

July 2002 - August 2006
 Navrangpura,
 A'bad - 380009.

- Manage a group of Customer Care Executives.
- Provide guideline and training.
- Solve or route complicated inquiries to appropriate department.
- Arrange team staff roster on weekly basis and forward it to the floor manager.

Educational Qualification

MBA, Information Risk Management London Metropolitan University, UK.	2010
Bachelor of Science in Physics Gujarat University, India.	2002

Subjects of Interest

Meditation, swimming, reading science and tech magazines, books and newspapers, having intellectual talk, solving crosswords.

Encl.: Certified benchmark scores of various aspects in Administration.

PVTC Admin Exam: Standard Score Report

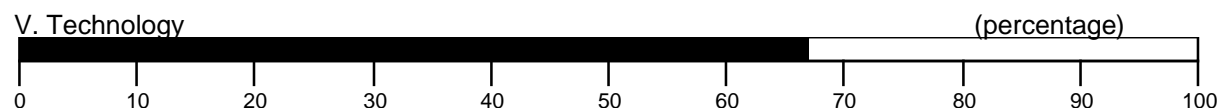
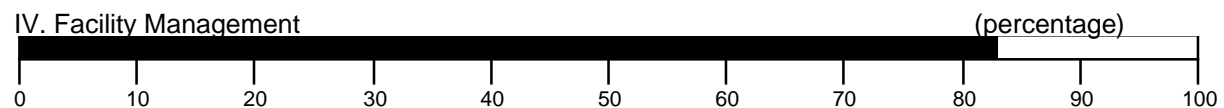
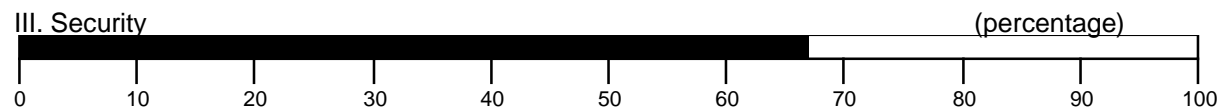
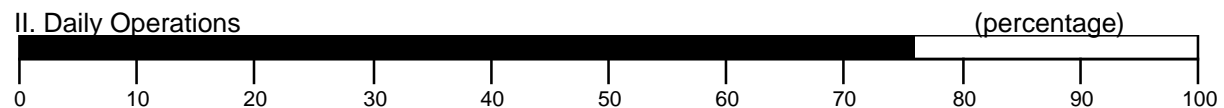
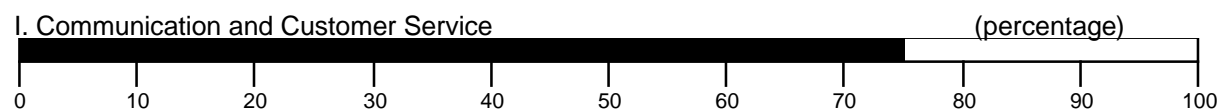
CANDIDATE: Viralkumar Shrimali

DATE: 29-Jul-2016

EXAM: PVTC Admin Exam: Standard

YOUR STATUS/GRADE FOR THIS EXAM IS: CERTIFIED

Performance by Content Area*:



PEARSON

ALWAYS LEARNING

*Because the number of items in each section varies, it is not possible to average the section scores in order to determine your overall percentage correct score.

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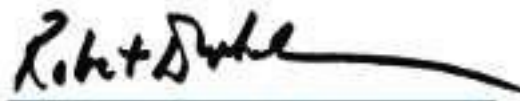
Pearson VUE Certified Administrator

this certifies that

Viralkumar Shrimali

has successfully completed the
requirements needed to become a
Pearson VUE Certified
Administrative Head
on

29-7-2016



Robert D. Whelan
President, Pearson VUE