



Rajesh Prajapati

Ahmedabad, Gujarat

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A highly motivated professional Possess good analytical skills and excellent communications skills, Trouble shooting capability and ready to take up challenging position in organization of repute, that involved constant exposure to a variety of opportunity and customer transaction which will promote self development combined with commendable team spirit for progress & prosperity of any organization.

Work Experience

Admin Executive

The Cake junction - Ahmedabad, Gujarat

February 2020 to Present

Greet customers and visitors entering the bakery.

Sell bread, cakes, donuts and pastries and other bakery products to customers. Maintain the bakery premises in a clean and neat manner.

Assist and support bakery manager in managing and serving customers. Replenish and refill display counters with fresh stocks of bakery items. Assist and support bakery inventory control staff in their day-to-day tasks.

Admin Executive

Teleperformance - Ahmedabad, Gujarat

September 2018 to January 2020

- Sourced Candidates, pre-screened, shortlisted and placed qualified candidates directly from different parts of the world using the subscribed portals, internet, referrals, advertisements.
- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required

Bartender

Mejana - Limerick

May 2015 to January 2018

Supervisor

Zen Tobacco - Ahmedabad, Gujarat 2013 to 2014

Education

Bachelor of Commerce in Commerce

University of Gujarat 2012

Personal Details

Date of Birth – 05/06/1991
Gender - Male
Marital Status - Married

Skills / IT Skills

- SELF MOTIVATED (3 years)
- TEAM PLAYER (3 years)
- LEADERSHIP SKILLS (3 years)
- PRESENTATION SKILLS (3 years)

Languages

- Hindi - Fluent
- English - Intermediate
- Gujarati - Fluent

Additional Information

KEY SKILLS

- ❖ Strong leadership skills.
- ❖ Desire to grow a business to new levels of success.
- ❖ Excellent communication and presentation skills.
- ❖ Self motivated, Self-driven, dynamic and aggressive team player.
- ❖ Building a rapport with customers that encourages trust and confidence.
- ❖ Ability to work under pressure and highly competitive work environment.