

Jigar Iodha

Jigar1704@gmail.com / 8690666189 / 126 Ambli sheri rupapari dariyapur , Ahmedabad, Gujarat

Experience

OPERATION CONTROLLER

Big Basket A TATA Group of Company •

14-03-2022 to present.

- Supervised work of Delivery Boys keeps on task for timely completion.
- As required Quality audit and make a report day end.

Station Manager

Grofers india Pvt Ltd • Ahmedabad, Gujarat

07/2021 -03-2022

- Supervised work of Delivery Boys keeps on task for timely completion.
- Assist with payroll for 40 to 65 employees
- Monitor front and back of store for operational efficiency

Senior Relationship Executive

Grofers India pvt Ltd • Ahmedabad, Gujarat 06/2019 -

07/2021

- Managed team of 45 to 60 Store partner overseeing hiring, training, and professional growth of Store partners. Prepared a
- variety of different written communications, reports and documents to ensure smooth operations.

Team Leader

Automark moters Pvt Ltd • Ahmedabad, Gujarat 01/2018 -

05/2019

- Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
 - Delivered exceptional level of service to each customer by listening to concerns and answering questions.
 - Managed team of 15 employees, overseeing hiring, training, and professional growth of employees.
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Skills

- MS Excel
 - Data management
 - Team leadership and supervision
 - Hiring and on boarding team
 - Problem-solving skills
 - Telephone and email etiquette
- Members

Education

Bachelor of Commerce

R C College of Commerce • Ahmedabad, Gujarat

04/2013

Languages

•English

•Hindi

•Gujarati