

## RESUME

**Goral Dharmeshkumar Dobariya**

**PERMANENT ADDRESS:- 50 Saligram Raw House**

**Near Sarvoday Hotel, Moraiya Railway Crossing**

**Village: Moraiya, Ahmedabad**

**Cell No.:9586685003**

**E-mail: [goraldobariya07@gmail.com](mailto:goraldobariya07@gmail.com)**

**CURRENT ADDRESS:- B-2 Lavnya Appartment Near,**

**Prathma Lab, Vasna ,**

**Ahmedabad-380007**

### ACADEMIC QUALIFICATION:

Qualification	Board/ University / Institute	Year of Passing	% age Marks
SSC	G.S.E.B	2012	First class
HSC	G.H.S.E.B	2014	First class
B.COM	Gujarat University	2017	Second Class

### PERSONAL SKILLS:

- Resourceful
- Leadership skills
- Quick learner
- Good Executor

### COMPUTER SKILLS:

- MS Office
- Tally Accounting
- Basic Computer Course
- Hands-on ERP experience
- Internet Surfing

### EXPERIENCE

**Firm Name: S V M Glomming Campus, Moraiya – (01.03.2016 to 20.04.2017)**

**Designation: Teacher**

**Firm Name: Tradebulls Securities Pvt Ltd – (21.04-2017-20.11.2017)**

**Designation: Business Development Manager**

**Firm Name: HOF FURNITURE SYSTEMS PVT LTD – (01.01.2018 to 07.10.2019)**

**Designation: Sales Coordinator**

**Description:**

- Handling coordination of Government Projects and Tenders
- Coordinating with various internal departments and customers
- Solving customer complaint and queries, solving issues in the order process cycle
- Planning dispatch of orders

- Keeping check on incoming payments, approval and process of orders
- Attending daily directorial meetings
- Maintaining daily Sales & Booking Report for the Director
- Maintaining monthly sales and pending report of materials
- Generating PO through ERP

**Firm Name:** Lease Corp India PVT LTD – (10.10.2019 to Till)

**Designation:** HR/Admin/Operation/Sales-Co-Ordination/Travel Desk

**Description:**

- Handling coordination with sales department and clients
- Coordinating with various consultancy for new recruitment.
- Making Agreement, LOI, Invoice.
- Handling Travel Booking, Hotel Booking for sales department.
- Making salary, Petty cash
- Attending daily directorial meetings
- Maintaining daily Sales Report for the Director
- Maintaining monthly sales report.
- Maintaining hourly tracking of sales team.
- Maintaining Office Inventory, Office Hygiene, Time management, Internal communication, Stationery.
- Maintaining monthly attendance report, consultant management.
- Maintaining Presentation Report.
- Agreement registration, Notary, Franking, Stamping to legal document.
- Maintaining MIS report of all legal documents and report.

**PERSONAL PROFILE:**

**Name:** Goral Dharmeshkumar Dobariya  
**Date of Birth:** 23 July 1997  
**Gender:** Female  
**Marital Status:** Single  
**Languages Known:** English, Hindi, Gujarati  
**Strength:** Hard working, Loyal, Sincere, Ability to working in group.  
**Nationality:** Indian  
**Interests:** Listening Music

**DECLARATION:**

I hereby declare that the information given above is true and correct to best of my knowledge and belief, I shall be responsible for any action, if any of the above statements are incorrect at any stage in future.

**Date:**

**Place:**

**Goral Dobariya**