

# Jayrajsinh Gohil

26 Balaji vihar society

Pethapur – Gandhinagar

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## Personal Statement

I am self-motivated team player with strong communication and people skills, Possessing eight years of customer service experience. Currently I am working as an installation executive in Australian based solar company name Parishram Energy T/A iGreen Energy Pty Limited. Major strengths include analytical skills, customer dealing, issue resolving and good computing and analytical ability, good at problem-solving and task completion thing, basically I know how international process works, independent thinker and able to handle multiple tasks simultaneously.

## Work History

### **iGreen Energy as a Installation Admin Executive 02/2021 – Currently**

- The Installation Executive is responsible for all project's panel installation with all type of onsite technical issues in Australia. The person has to be on call in real time.
- On call cordinate with customers and installers.
- I have to sort out all the issues on call with the help of Installer based in Australia.
- Has to be connected on call and email with customer's retailer regarding after installation paper work.
- Moreover, Installation executive is responsible for helping sales person in technical terms to get sales.
- Looking after STC (Government rebates) and sorting out problems on call real time.
- After all, after sales get close, the Installation executive is responsible for all types of errors in projects and need to look after proper installation and after sales service.

### **Sunselect Pvt Limited as a Installation Executive (Admin + Sales) 09/2019 – 09/2020**

- The Installation Executive is responsible for all project's panel installation with all type of onsite technical issues in Australia. The person has to be on call in real time.
- On call cordinate with customers and installers.
- I have to sort out all the issues on call with the help of Installer based in Australia.

- Has to be connected on call and email with customer's retailer regarding after installation paper work.
- Moreover, Installation executive is responsible for helping sales person in technical terms to get sales.
- Looking after STC (Government rebates) and sorting out problems on call real time.
- After all, after sales get close, the Installation executive is responsible for all types of errors in projects and need to look after proper installation and after sales service.

#### **Inizio Limited TA The Bottle-O as a 2IP Store sales Manager 01/2018–12/2018 (NZ)**

The Assistant Manager is responsible for contributing to the management and direction of the City council off-sale liquor operation to provide a controlled retail service to the community at a profit. Duties include ensure customers are having great shopping experience, coach and give training to employees. Assist the store manager in the stock ordering and take part in management's annual operating plan, budget and goals. Preparing marketing and merchandising concepts.

- Ensure conformance of all store operations to all applicable laws and regulations.
- Ensure all established policies and procedures are adhered to the company requirement.
- Determine products and brands to be carried by the liquor operation by studying product trends, sales trends, and customer preferences. Stays current with marketing evaluations and techniques and implements as appropriate.

#### **Bedford Foursquare Foodstuffs Ltd as a Store Manager (Sales) 03/2016-01/2018 (NZ)**

Leading a team of five staff at foursquare Wellington-based busy liquor and grocery store. I was the face of the business in the absence of owner and involved in every decision of company including marketing, purchasing, banking and hiring.

- Planning and implementing advertising campaigns and branding strategies
- Hiring, training and overseeing staff
- Creating a social media presence, which saw a 25% increase in visits to four Square's website
- Analysing sales figure and forecasting future sales.

## **Education**

#### **Masters Diploma in Business level 7 (NZ)**

Cornell institute of Business and Technology (Auckland), 2014 (academic transcript available on request)

Relevant papers include:

- Relationship marketing
- International business management
- Management of change
- International marketing
- Asia-Pacific Business
- Tourism and Hospitality
- Management Accounting
- Buyer Behaviour
- Project management

### **Bachelor of Commerce (B.com)**

Gujarat University (Gandhinagar) 2013 (academic transcript available on request)

- Business Accounting
- Business Organization Management
- Economics
- Element of Business Statistics
- International Business Management

### **12<sup>th</sup> Class Commerce (March – 2010)**

Gujarat Secondary & Higher Secondary Education Board

### **10<sup>th</sup> Class (March – 2008)**

Gujarat Secondary & Higher Secondary Education Board

### **Personal Information**

Date of Birth : 30/11/1992

Marital Status : Single

Languages known : Gujarati, Hindi, English

I hereby declare that all information provided above is true and correct to the best of my knowledge and belief.

Date:

Place: