**CURRICULUM VITAE**

**JAYESH TRIVEDI**

H-203, Nandanvan Heights,

Near Akruti Township,

Narol, Ahmedabad,

Gujarat – 382405

**Email ID:** [**trijay6669@gmail.com**](mailto:trijay6669@gmail.com) **Contact No: 07208703766**



# OBJECTIVE

Seeking a suitable position where I can grow my skill and contribute to the overall profitability of the concerned organization.



**PROFILE & STRENGTH**

* Flexible in any kind of environment.
* Good Communication, Problem Solving and Analytical Skill, Along With the Ability to Multitask Effectively Under Challenging Conditions.
* Give best of my efforts & work hard for the task undertaken and keen to learn new concepts.
* Supportive And Eager to Take Initiative in Completion Of work More Effectively.
* Confident.

**Work Experience**

* Currently Working in **Medkart Pharmacy** with position of Operations Manager and ASM from July 2020.

Roles & Responsibilities:

* Administration.
* Vendor Management, Managing House Keeping, Stores Stationeries.
* Accounting, Daily, Weekly and Monthly Sales Record.
* Handling External or Internal communication or Management systems.
* Employee Engagement Activities.
* Leadership, Team Leader, Staff Management.
* Sales Targets achievement
* SOP to the Staff, New way of selling.
* Marketing, Communication.
* Ownership.
* From August 2019 To Feb 2020 worked in as a SO in **STEDMAN PHARMACEUTICALS**.
* From Jan 2018 to May 2019 worked as a Bank Assistant (Front office) at **Bank of Baroda Rajasthan** Kshatriya Gramin Bank, Dungarpur, and Rajasthan.
* From May 2015 to December 2017 worked in Event Groups in Mumbai.
* Worked as Receptionist at Balaji Hospital Malad, Mumbai from 2011 to 2015.

**PROFESSIONAL/ACADEMIC QUALIFICATION**

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| **EXAMINATION** | **BOARD/INSTITUTE** | **YEAR** | **PERCENTAGE** |
| POST GRADUATION DIPLOMA IN BUSINESS ADMINISTRATION | Dr.Babasaheb Ambedkar Open University | December 2020 | 70% |
| B.COM | Mumbai University | March 2017 | 66.37% |
| H.S.C | Maharashtra Board | March 2014 | 56.31% |

**STRENGTH**

* Good Communication Skill
* Punctuality
* Team Player

**PERSONAL DETAILS**

**Date of Birth**: 3rd August, 1993.

**Gender:**  Male

**Marital Status:** Single

**Nationality:** Indian

**Languages Known:** English, Hindi, Gujarati, Marathi, and Marwari

**Hobbies**: Listening Music, Watching TV (Discovery channel), Movies & Theatre.

Place: Ahmedabad (Jayesh trivedi)