

: Expertise :

- ~ Operations Management
- ~ Supply Chain Management
- ~ Counselling
- ~ Center Management
- ~ Building New Relationships.
- ~ Self Motivated
- ~ Strong Logics.
- ~ A positive attitude
- ~Excellent communication skills

- ~ Team Supervision & Training
- ~ Customer Service
- ~ Career Counselling
- ~ Business Development
- ~ Corporate Dealing
- ~ Target oriented Work
- ~ Excellent business sense
- ~ Team Lead
- ~ Operation Head

: Education :

ð Jetking Ahmedabad . Networking Engineer .	2009
ð B.B.A. Ganpat University Mehsana.	2008
ð H.S.C.	2004
ð S.S.C.	2002

: Personal Details :

Date Of Birth : 10-03-1987
Marital Status :Married

Language Known : Gujarati, Hindi and English
Address : New Chandkheda, Ahmadabad.

: Professional History :

- ð **Company** - Track Now Pvt Ltd. Feb 2021 - April 2021
Role - Manager – Operations
Location - Ahmedabad.

Responsibilities - Pan India Clients Manage , CRM Manage , Client Servicing , Complaint Solution , Handle 1500 + Client , Cost Solution , Purchase Negotiation , Pending Collections, CRM Manage, Find ways to increase quality of customer service.Managing stock control and inventory checks.Ensuring staff working on processes are happy and operating efficiently.Monitor and control expenses according to the allotted budget. Risk analysis, Financial management and budgeting , Contribute towards the achievement of the company's strategic and operational objectives & Many More.

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- ð **Company** - Miles Education Pvt Ltd. Feb 2020-April 2020
Role - Manager – Operations
Location - Ahmedabad.

Responsibilities - Counselling, Admission,Center Manage, Training to New Joinee,Revenue Generate, Target,CRM Manage, Business Development, Marketing,Operational Activities. Provide operational support and guidance to staff. Manage work assignment and allocation for staff. Work in compliance with company policies and procedures.

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- ð **Company** - Jainam Export May 2018 - December 2019
Role - Entrepreneur.
Location - Ahmedabad.

Responsibilities - Export Agriculture products, Social marketing-Paid marketing (Google Ads,Facebook Etc),Business Development,Lead Generation.

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- ð **Company** - Agile Group of Companies. (Agile Academy) **Feb.2014 - Apr.2018**
Role - Center Manager - Counsellor - Operations Head
Location - Ahmedabad.
- Responsibilities** - Identify growth opportunities , Revenue Generate -Counselling - Team Lead, Train New Employees,Target, Center Manage,CRM Manage,Business Development, Market Research,Seminar,Workshop etc. Handle Team 7 Person - 4 Telecallers , 1 jr.Counselor, 1 Placement officer ,1 SEO.Examine financial data/statements and utilise them to improve profitability
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- ð **Company** - Maya Academy Of Advanced Cinematic (MAAC) **Nov.2013 - Jan.2014**
Role - Business Development Manager
Responsibilities - Counselling ,Center Activities,Marketing, Business Development, Lead Generate.
Location - Ahmedabad.
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- ð **Company** - Tops Technologies Pvt Ltd. **Sep.2012 – Oct.2013**
Role - Relationship Executive
Responsibilities -Counselling ,Center Activities, Visit Colleges, Seminar,Workshop,Marketing, Business Development, Market Covered Ahmedabad & Udaipur.
Location - Ahmedabad
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- ❖ **Permanent Address**- Manglesh Kadia - D-303, Dev Paradise , New Chandkheda, Ahmedabad.