



KARAN GIRISHBHAI MISTRY



Sales And Service Representative

 Nadiad, 387002





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m

Intended to build a career with leading corporate of Hi-tech environment of new technology with committed & dedicated people, which help to explore myself and realize potential.



Skills

- Manage Sales And Purchase department 
Advanced
- Business Management 
Advanced
- Operating Systems: Familiar with all Windows version 
Advanced
- Admissions Advisor 
Advanced



Work History

- **Sales and Service Representative (FULL-TIME)**
MISTRY MOHANBHAI SAVJIBHAI, FURNITURE SHOWROOM, NADIAD
 - Skilled at working independently and collaboratively in team environment.
 - Developed and maintained courteous and effective working relationships.
 - Worked effectively in fast-paced environments, Managed over 50 customer calls per day. "Increased sales by 20%.
 - Apply effective time management techniques to meet tight deadlines.
 - Exercised leadership capabilities by successfully motivating and inspiring others.
- **Admissions Advisor (PART-TIME)**
DIYA EDUCATION AND CONSULTANT, Nadiad

2009-01 - Current

2013-01 - Current

- Delivered services to customer locations within specific timeframes.
- Gained extensive knowledge in data entry, analysis and reporting.
- Worked flexible hours across night, weekend and holiday shifts.
- Proved successful working within tight deadlines and fast-paced environment.
- Managed over 20 students admission call per week and increased student by 10%



Education

2007-07 - 2012-06

B.Com

I.V.PATEL College of Commerce, Gujarat University - Nadiad, GJ

Graduation : B.Com / I.V.PATEL College of commerce ,NADIAD ,(Gujarat University).

Marks Obtained : 49%

Year of passing : June-2012

2005-06 - 2006-03

High School Diploma

Gujarat Secondary & Higher Education Board, New English School NADIAD - Nadiad, GJ

H.S.C. : Gujarat Secondary & Higher Education Board, Gujarat.

School : New English School NADIAD.

Marks Obtained : 40%

Year of passing : March-2006

2001-06 - 2002-03

High School Diploma

Gujarat Secondary Education Board, St. Anna High School - Nadiad, GJ

S.S.C. : Gujarat Secondary Education Board, Gujarat.

School : St. Anna High School , NADIAD.

Marks Obtained : 63%

Year of passing : March-2002



Languages

ENGLISH

Intermediate

HINDI

Advanced

GUJARATI

Advanced