

HARMISH SATISHBHAI PATEL

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OBJECTIVE

To achieve an opportunity in such a reputed organization where I can enhance and Perfect my skills in areas of store and Inventory and to prove myself as an asset of the Organization. Wide Exposure in Administration and general management. Demonstrated success with initiative and leadership skill, Motivated Self-starter & team player.

PROFESSIONAL EXPERIENCE

- Worked as Operations Manager with M/s S.D Holidays - Ahmedabad from 22nd August 2022 to 14th February 2023.

Job Profile

- Communicate the customer service objective to Managers.
- Quickly and effectively resolve customer issues.
- Provide ongoing management of travel agencies.
- Optimize online booking adoption.
- Drive air and ground transportation savings.
- Optimize hotel and airline spends.
- Enhance the traveler experience and address safety/security needs.
- Design Tour Packages as per customer Requirements.

- Worked as Store supervisor with M/s Gift King Trading LLC - Dubai from 18th June 2015 to 16th March 2022.

Job Profile

- Moving stock around manually and carrying out all orders effectively.
- Receiving, moving, checking and storing incoming goods.
- Selecting space for storage and arranging for good to be placed in the designated areas.
- Packaging and labelling products before they are dispatched.
- Supervising the work of junior staff.

- Labelling goods that have arrived at the store.
 - Moving and organizing stock.
 - Occasionally delivering stock to shops and retail outlets.
 - Accurately updating all data into computer and manual recording systems.
- Worked as Store Manager with **M/s. Vijay Enterprise**, Ahmedabad. from 1st April, 2011 to 30th April, 2015.

Job Profile

- Recruiting, interviewing, hiring, disciplining and firing staff at the store
- Training new employees and providing ongoing education for employees
- Managing the store, both retail and company, inventory, including loss prevention through theft and breakage
- develop pricing policies in accordance with merchandising and trends
- Receiving, moving, checking and storing incoming goods

- Worked as an **Purchase Supervisor** with **M/s. Rangat Restaurant**, Ahmedabad from 10th April, 2008 to 20th **March, 2011**

Job Profile

- Seek to understand the internal/external customer and meet the needs of both the customer and the company
- Skilled in determining whether tasks should be attempted, identifying the most effective way to complete the task and preparing to overcome expected difficulties.
- Maintain par levels of stock; complete requisition for additional supplies as appropriate
- Develop and implement strategies for attracting and retaining customers
- Demonstrate ability to proactively prioritize the needs and effectively manage the resources

SKILLS & ACCOMPLISHMENTS

- **Computer Skills:** MS Office, Tally 7.2, 9, ERP 9, Trade plus (Software for Purchase & Sale Entry)

QUALIFICATION SUMMARY

- Diploma In Hospitality Management from Chichister University, Singapore in 2008

PERSONAL INFORMATION

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|-----------------------|---|--|
| ➤ Date of Birth | - | 18 th October 1988 |
| ➤ Father Name | - | Shri Satishbhai Shambhulal Patel |
| ➤ Mother Name | - | Parulben Satishbhai Patel (Housewife) |
| ➤ Cast | - | Hindu |
| ➤ Marital Status | - | Married |
| ➤ Nationality | - | Indian |
| ➤ Language Know | - | English, Hindi & Gujarati |
| ➤ Personal Attributes | - | Good Communication Skill, Honest |

Harmish S Patel.