

RESUME

KAPIL PUNDIR

612, Laxminagar nursery

b/h visat petrol pump

Sabarmati Ahmedabad-380005

Contact No : +919725762616

E-mail : kapilpundir312@gmail.com

RESUME HEADLINE

**M.B.A- (Major Marketing) & (Minor HR) &
Bachelor of Business Administration**

CAREER OBJECTIVE:

Looking forward for good learning opportunities and a rewarding career where individual talent as well as group activity, skills, honesty and smart-work are acknowledged.

ACADEMIC CREDENTIALS:

Masters in Business Administration (M.B.A.) with Higher Second Class with 57% From N.R. Institute of Business Management, GLS University in 2017

**Bachelors in Business Administration(B.B.A.)
With First Class with 67% from KADI SARVA VISHWADYALAYA in April-2014**

**Higher Secondary Education (12th)
Gujarat Higher Secondary Education Board (GHSEB), Gujarat
With 60.40% in March - 2011**

**Secondary Education (10th)
Gujarat Secondary Education Board (GSEB), Gujarat
With 60.77% in March - 2009.**

PROFESSIONAL EXPERIENCE:

Company : Compass India Support Services Pvt.Ltd.
Designation : Admin Executive
Current Location : Gandhinagar
Period : From November 2018 to August 2020

Job Responsibilities:

Oversee day-to-day operations of the facility and ensure that all administrative functions and facility services are covered.

Muster all the housekeeping staff of the shift before deployment and communicate the priorities of the day.

Monitor housekeeping related activities.

Walk through the facility and maintain record of close and open points on daily basis and initiate immediate rectification actions.

Meet the housekeeping supervisor during the shift to discuss and communicate priorities for the shift and address complaints.

Coordinate with the pest control team for carrying out pest control activities at the facility.

Provide general administrative support to the employees.

Render administrative support during guest visit and at the time of interview.

Resolve the Tickets raise by the employees.

Office Stationery and Cafeteria Management.

MAJOR PROJECTS

Comprehensive Project

Title: A Study on Consumer Satisfaction and Usage Pattern Towards the Broadband Services in Ahmedabad City”

Summer Project

Title: Study of Production Process of Denim and Customer Satisfaction Towards Arvind Store

EXTRA CURRICULUM ACTIVITIES

Active Participation in activities organized by college

LANGUAGE KNOWN

English
Hindi
Gujarati

PERSONAL DETAILS:

Date of Birth : 3rd December 1993
Gender : Male
Nationality : Indian

DECLARATION:

I hereby declare that the information provided is from the best of my knowledge.

- KAPIL PUNDIR