



📍 AHMEDABAD , INDIA 380015
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SUMMARY

Multi-talented Sales Assistant adept at handling any department. Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Hardworking Library Assistant offers skills in administrative and computer support. Helps keep library running well by proactively helping patrons and solving problems. Always ready to support staff with any need.

SKILLS

- Contract Negotiation and Closing Tactics
- Team Member Motivation
- Staff Training and Motivation
- Team Building
- Flexible Schedule
- Friendly, Positive Attitude
- Relationship Building
- Problem Resolution
- Planning & Organizing

ALPESH SARSIYA

EXPERIENCE

January 2023 - February 2023

Business Development Associate BYJU'S | AHMEDABAD , INDIA

- Identified business prospects through cold calling, networking, marketing and database leads.
- Identified additional business opportunities and communicated to team.

January 2022 - December 2022

Assistant Librarian AHMEDABAD MUNICIPAL CORPORATION | AHMEDABAD , INDIA

- Organized library equipment and collections.
- Maintained inventory of contents for rare books and archives collections.
- Maintained accurate library records for inventory of periodicals and books.
- Returned books to circulation by placing on proper shelves.
- Restocked returned items to correct shelf or storage locations.

EDUCATION AND TRAINING

December 2020

Bachelor of Science | Physics

KAMANI SCIENCE COLLEGE , AMRELI

May 2017

12th | Science Education

SHRI K K HIGH SCHOOL , SAVARKUNDLA

LANGUAGES

Gujarati:	C2	Hindi:	C2
Proficient		Proficient	
English:	A2		
Elementary			

HOBBIES

- Playing Cricket
- Reading
- Poetry Writing
- Photography