

Aayushi Ankurbhai Bhatt



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Professional Summary

Systematic Customer Relationship Executive & Community Manager [Admin Department.] with 4.5 year of experience growing revenue through effective client focused and bring innovative ideas.

Work Experience

Community Manager

Opulence COWO PVT LTD., April- 2023 - Present

- Handling Admin & HR department.
- TO building strategies to increase brand awareness.
- Handling New Clients.
- Handling existing Clients of different companies.
- Handling agencies.
- Innovative ideas for community events
- Handling stock of raw material

Work Experience (Past)

Jolly Motors, - Feb-2019 To Aug-2021

- Handling Reception & Admin department.
- Handling Telephonic Inquiries.
- Excellent verbal & written communication skills
- Record keeping

Concept Jeep & Harley Davidson - Aug 2021 To Dec 2022

- Handled Two dealership of concept group [[Concept JEEP & 9bridges Harley Davidson]
- Handled Admin department, Complain department & New car delivery coordinator with sales team.
- Handled Insurance Department of Harley Davidson bike of 3 location [Ahmedabad, Surat, Rajkot].
- Maintain Records of Clients & Companies documents.

Education

Master of Commerce

Gujarat University , India, - 2022-23

Bachelor of Commerce

Gujarat University, India, -- December - 2020

Skills

Professional

Quick Learner

Teamwork and leadership

Believe in Learning from past mistake & experience

Technical

Basic knowledge of Microsoft Office 98xp [MS excel, MS word, Power point].

Awards or Certifications

I was clear certified course with Grade A in
Aerostar [Jet Training Academy]

Languages & Other Interests

- English
- Hindi
- Gujarati

Objective:-

To utilize my leadership qualities in
supervising your work projects using my
education and loyalty work and enthusiastic
back ground.