

RESUME

Thakor Jagdish Ramabhai

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CAREER OBJECTIVE:

“ To serve my company with the best of my ability, capability and knowledge, so that both the company and I can achieve our objective”

ADDRESS:

Thakor Jagdish R	Personal Information
210,Vi: Chsoar ,Ta: Daskroi, Ahmedabad. Gujarat. India	Date of Birth : 07th June, 1987 Target Job : Profile that offers learning with utilization of my Technical expertise. Desired Job Type : Permanent Selected Location : Ahmedabad Languages Known : Hindi, Gujarati and English Total EXP : 10 years.

ACADEMIC QUALIFICATION

<u>Class /Year</u>	<u>School / College</u>	<u>Board/University</u>	<u>Marks</u>
10th	Gujarat Secondary Board,Gandhinagar	G.S.E.B. (2004)	64%
I T I	ITI Sarkhej Ahmedabad	N.C.V.T. (2007)	72%
MS Office	Computer education training center Isanpur	2007	A
Graduate Diploma In Electrical Engineering	Institute of Management and Engineering	IME (2011)	A

Work Experience

Summary:-

Details:-

Ingersoll Rand India Ltd. From July, 2007 to June, 2008

- # All types of Electrical and Maintenance work
- # Handling all types of Air Compressor wiring & testing work
- # Executing all types of motor connection & wiring work

servicing, repairing and maintaining all types of electrical machines.

Pantaloon Retail (India) Ltd. March 2011 to Sep 2015

- # 6 month experience Gulmahor Park mall as electrical project team
- # 3 year experience of BRAND FACTORY Mall As a Maintenance In charge
- # Take care of all Administrator activity like HK, Security, & their Attendances etc.
- # Maintain all annual contract like AMC, HK, Security, Electrical equipments Service & others.

Big Basket (Innovative Retail Concepts Pvt Ltd) A Tata Enterprise , As Assistant Facility Manager- Projects , 25th Sep- 2015 to Present.

1) Administration and Operations :

- a) Repairs and maintenance of All Assets & fixtures, civil work electrical work , with multiple quotes
- b) Housekeeping staff management & supervising day to day basis cleaning of the DC .
- c) Co-ordination with HO and stores for smooth supply & distribution of materials & Project equipment's and Consumable
- d) Managing Petty cash for Small Expenses.
- e) Managing stocks of materials received from Ho
- f) Internal arrangements & distribution of Stock to Concern Operation Team
- h) Arranging meetings, trainings etc.
- i) Travel arrangements to All Heads.
- J) Accommodation arrangements for Heads.
- K) Coordinating with HO and Accounts for timely payment of Utility bills i.e. Telephone, Electricity, Internet & other Vendors,
- l) Procurement of stationery and Hk materials for DC
- m) Providing support to Operation team for Smoothly Customer Delivery
- n) Preparing monthly MIS of expenses
- o) Preparing daily & weekly reports
- p) Arranging multiple quotes for AMC renewals

2) Liasoning :

- a) Co-ordinate with Govt. Officials, Municipalities & Electricity viz. AMC,UGVCL,
- b) Obtaining necessary licensees of all 3 Gujarat for new Store and renewal of existing licenses
- c) Handling Govt. officials visits
- d) Handling local police station
- e) Rent agreement renewal and negotiations

3) Project :

- a) Searching & visiting for new properties by co-ordination with Project team and local agents
- b) Legal documentation Scrutiny, collection & sending to HO as per guidelines
- c) Once the property is finalized, co-ordinating for registration.
- d) Co-ordinating with owner for necessary work to be done before handing over the property
- e) Once the work started, has to do regular visits and give the progress report to project team
- f) Applying for telephone lines, internet, increase of connected load etc
- g) Need to do the DC set up, internal Vendor etc by co-ordinating with HO and City heads
- h) Once the work is finished share the photos and co-ordinate with City heads for opening

COMPUTER KNOWLEDGE:

Skilled in Ms Office applications and Internet Usage.

Hobby:

Traveling

EXPECTATION & PERSONAL QUALITIES

Above all, I am a self motivated professional with positive attitude and possess a dynamic yet balanced personality. I am a firm believer of the fact that attitude towards work matters a lot to achieve organizational, personal and professional goals.

I here by declare that above mentioned information is true to the best of my knowledge.