

JIGNESH RAJBHAR

PROFESSIONAL EXPERIENCE:

1) Senior Associate-Operations at Unacademy : [04/2023 - till now]

- ✓ Performing administrative duties including answering phones, scheduling appointments, etc.
- ✓ Assisting human resources with recruitment activities and creating work schedules.
- ✓ Supporting the operations manager with the enforcement of company policies and standards.
- ✓ Assisting accounting and payroll as needed.
- ✓ Monitoring inventory and placing supply orders.
- ✓ Tracking daily operations and reporting or resolving issues.
- ✓ Maintaining company databases.

2) Chief Administrative Officer at Aakash Educational Services Limited : [06/2018 - 03/2023]

- ✓ Organizing and managing schedules and calendars for staff, managers, and senior-level officers.
- ✓ Analysis of customer research, current market conditions and competitor information.
- ✓ Making presentations on operations.
- ✓ Receiving and processing communication channels, including email, phone, and physical mail.
- ✓ Conferencing with accounting department to help make payments, process incoming invoices, and verify receipts
- ✓ Ensure functionality of necessary office equipment, and requisitioning new equipment and supplies needed
- ✓ Assist in organizing events, including ordering materials and requisitioning meeting spaces
- ✓ Attend professional meetings, educational conferences, and teacher training workshops, in order to maintain and improve professional competence
- ✓ Creating, updating, and maintaining records and databases
- ✓ Preparing reports on expenses, office budgets, and other expenditures
- ✓ Coordinating building and maintenance issues for general repair (heating and air conditioning, security, etc.) and updating (carpet cleaning, painting, etc.)
- ✓ Hiring maintenance vendors to repair or replace damaged office equipment.

EDUCATION :

1) M.B.A. - Marketing from Ganpat University, Mehsana. [04/2017]

Coursework: Production Concept, Product Concept, Selling Concept, Marketing Concept,
Market Segmentation, Requirements for Effective Segmentation, Ways to Market,
Market Targeting

**2) Bachelor in Business Administration (Major - Finance Management) from
Ganpat University, Mehsana. [04/2015]**

PERSONAL PROFILE :

Name	: Jignesh Rajbhar.
Residence	: Ahmedabad.
Date of Birth	: 24th August, 1991.
Marital Status	: Single.
Languages Known	: English, Hindi & Gujarati.
Hobbies	: Reading, Travelling & Research, Psychology.
Nationality	: Indian.

Thanks & Regards,

Date,

Jignesh M. Rajbhar

+91 8200388818 / 9558034764

jignesh67.vmpim@gmail.com