

JAY AMDAVADIYA

128-129, Kaldar Vas, Nidhrad Village, Sanand, Ahmedabad, Gujarat-382115

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EXPERIENCE

DECEMBER, 2018 – MARCH, 2021

BACK OFFICE AND SALES, H2O PROPERTY SOLUTIONS

THERE WERE SO MANY RESPONSIBILITY ON MY HEAD IN THAT COMPANY LIKE WHOLE ONLINE POSTING, DATA ENTRY, ADVERTISEMENT, VISITS, FOLLOW UP AND MANAGE PATTY CASH ACCOUNT.

15TH SEPTEMBER, 2021 – CONTINUES

ASSISTANT COMMERCIAL, FAIRCHEM ORGANICS LTD.

IN THIS COMPANY I WORK IN A RAW MATERIAL PURCHASE DEPARTMENT. THEY USE SAP BUSINESS ONE FOR MATERIAL MANAGEMENT. MY WORK IN THIS FIRM IS DOCUMENT VERIFICATION, WEIGHBRIDGE, MATERIAL ENTRIES AND INTER COMMUNICATION.

EDUCATION

2016

SSC, BOARD OF GUJARAT

2018

HSC, BOARD OF GUJARAT

2021

BACHLORE OF COMMERCE, GUJARAT UNIVERSITY

SKILLS

- ADAPTABILITY
- COLLABORATION
- POSITIVITY
- COMMUNICATION
- WORK ETHIC

EXTRA QUALIFICATION

- TALLY ERP 9.0
- CCC & DIPLOMA IN COMPUTER APPLICATION
- SAP BUSINESS ONE