A m i t G a j j a r

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| **Address** |

345, Shivpark Society,

Vasant Nagar Township,

Gota.

Ahmedabad 380060

**Contact No. :** +91 9723819043

**Email.** **:** [gajjar.amit1983@gmail.com](mailto:gajjar.amit1983@gmail.com)

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| **Lesconcierges Services Pvt Ltd** |

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| **Designation** | **:** | Asst. Manager- Admin Operations |
| **Duration** | **:** | 08.10.2008 to Till this date |
| **Location** | **:** | Ahmedabad |

* Vendor management
* Softax stamping from RBI and submit to STPI
* Import registers like bond register, Indigenous register, ARE register
* Transport management
* Infrastructure management
* Housekeeping and guest house management
* Security Management **( Physical ,Access system & CCTV)**
* Communication, travel and logistics
* Library book management
* Stationary management
* Liasoning with STPI, Customs, Excise, GIDC, Secretariat, Police and other Govt bodies
* Asset management
* System and process
* Technical back ground technical facility management
* Coordinates with In-house electrician and Site Technicians for Electrical PPM, UPS, KV line, DG set, etc
* Store management
* Canteen Services **(Operation, Quality, Committee)**
* Audits **(Internal & External)**
* Cost optimization and Reduction
* Staff meeting and motivation
* Client Visit
* Monthly MIS
* Maintaining and Standardize the Infrastructure facilities

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| **India bulls Retail Services Ltd.** |

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| Designation | **:** | Assistant Department Manager |
| **Duration** | **:** | 17.02.2008 to 01.10.2008 |
| **Location** | **:** | Devarc Mall, Ahmedabad |

* Taking care of Lifestyle Concept of 5100 Sq Ft area. In this concept including premium brands of watches, Sunglasses, Perfumes, Cosmetics, Fine & Imitation Jewellery & Footwear.
* Daily bases make all operation related reports like DSR, Inward, Outward, IBT, Target v/s Achievement, PSFPD, PSFPM, PSFPA, Brand wise sale report. Etc.
* Looking after entire concept’s operation like ordering for stocks, Visual merchandises choose & make best sales team.
* Check the stock report every morning, which is making by the brand staff.
* I am totally responsible for achieve the target for that I have to motive my above 50 persons sales team & make them perfect for achieve the targets.
* I have direct contact with the brand supervisors and the brand managers for any issues or any permutations.
* Keep in touch with customers in off sale offers and promotions help with the database, which is made by Loyalty Programmers.
* In any kind of store operations I will be there.
* I have to open the store at 9:00 am and close the store at 11:00 pm twice or thrice in a week.

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| Lifestyle International Pvt. Ltd. |

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| **Designation** | **:** | Senior CSR |
| **Duration** | **:** | 14.08.2007 to 15.02.2008 |
| **Location** | **:** | Gallops Mall, Ahmedabad |

* Looking after the floor of 4900-sft area. In this area we have watches, Diamond Jewellery Imitation Jewellery Cosmetics.
* Looking after the stocks and sales.
* Making all related reports.
* Motivate the staff for the sales and achieve the targets.
* Daily report to my seniors and my ACM.
* Get in touch with the customers on festivals and promotions.

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| Fine Jewellery India Ltd. |

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| **Designation** | **:** | Senior Sales Executive |
| **Duration** | **:** | 17.01.2006 to 11.08.2007 |
| **Location** | **:** | Ahmedabad |

* Collect the sales reports from different counters
* Inventory control
* Handling and motivating the sales team
* Stock maintaining of all the counters

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| More experience |

I had taken a complete knowledge of diamond and gold Jewellery from NYUZ under Mr. Navin from Nirvana Diamond Jewellery in SEEPZ Mumbai.

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| Declaration |

I can consider myself familiar with sales and customer service aspect. I am also confident with my abilities to handle my team. I hereby declare that all the information given above is true to the best of my knowledge.

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| Personal Information |

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| **Date of Birth** | **:** | January /23/1983 |
| **Language Known** | **:** | English, Gujarati, Hindi |
| **Gender** | **:** | Male |
| **Marital Status** | **:** | Married |
| **Height** | **:** | 178 CM |
| **Weight** | **:** | 68 Kgs |
| **Nationality** | **:** | Indian |

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| Computer Skills |

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| **Software** | MS Office 2000 (Word, Excel, Power Point) |
| **Database** | MS Access & FoxPro |
| **Graphics Software** | Page Maker & Photo Shop |
| **Utility** | Emailing |

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| Educational Qualifications |

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| **Education** | **University / Board** | **Passing Year** | **Class** |
| S.S.C | GSEB, Gandhinagar | April 1998 | First |
| H.S.C | GSHSEB, Gandhinagar | April 2000 | Second |
| I.T.I COPA | I.T.I Vijapur | July 2005 | Distinction |
| B.A | BSAOU | Running |  |