***RESUME***

***DhavalVGajar***



*C/2,SwaminarayanColony*

*Opp.BarodaExpressWay,*

*C.T.MManinagar,*

*Ahmedabad-380026* *E-Mail:dhavalga****j****ar1312@gmail.com*

*Mo:7383722004*



***AcademicDetails***

|  |  |  |  |
| --- | --- | --- | --- |
| ***NameofExam*** | ***University/Boardof*** | ***Month&Yearof*** | ***Class*** |
|  | ***Exam*** | ***passing*** |  |
| *S.S.C* | *G.S.E.B* | *March-2006* | *51%* |
| *H.S.C* | *G.S.H.E.B* | *March-2007* | *55%* |
| *F.Y.B.Com* | *GujaratUniversity* | *March-2011* | *Pass47%* |
|  |  |  |  |
| *S.Y.B.Com* | *GujaratUniversity* | *March-2014* | *Pass50%* |
|  |  |  |  |
| *T.Y.B.Com* | *GujaratUniversity* | *March-2015* | *Pass60%* |
|  |  |  |  |



***Strengths***

* *SelfconfidentandGoaloriented*
* *FastLearner*
* *Believesinperfectionandaccuracy*

|  |  |
| --- | --- |
| ***Experience*** |  |
| *** Iffco-McCropSciencepvtltd.*** | ***Dec2015toTilDate*** |
| ***Ahmedabad,Guj.*** |  |

***JobProfile:-WorkingasaGodownManagerforMaterialLording& Unloading,DispatchingBilingtalyonBase,SalesOrdercolecting,PunchingFor CompanyERPsoftwareandmanagementinHRactivityalso***

* ***GajarEquipmentsPvt.Ltd/VinayakEngineersFeb2015toSep2015***

***Ahmedabad,Guj***

***JobProfile:-WorkingasaFactoryHendalingmachineryErectional overcountry***

*** IffcoKishansancharLtd,*** ***MAY2011toFEB2015***

***Ahmedabad,Guj***

***Designation:-Logistic Executive***

***Job profile:-Hendaling Admin and logistics related work, Maintaining stock & LAPU,SIM card in ERP and doing sales entry in ERP .To maintain physical stock,and Dispatch with record.***

***PaceKnowledgeCenter***

***Ahmedabad,Guj***

***CustomerServiceRepresentative***

* *Answerphonesandrespondtocustomerrequestsandprovideinformationverba****l****y clearlyandeffectively.*
* *Transfercustomerca****l****stoappropriatestaff*
* *Identify,research,andresolvecustomerissuesusingthecomputersystem.*
* *RelianceRetentionDepartment*

***AimesAcademyforinternationalmanagement&Engineeringstudies,Ahmedabad,Guj***

* ***BusinessDevelopmentOfficer***
* ***AlEducationCoursesProvide, Nov2010toApr-2011***



***SkilSet***

*OperatingSystem* *-MS-Windows/2000/XP/2010.*

***OtherS/WPackage*** ***-MS-Office,Taly4.5,InternetKnowledgeetc.***



***Interest&Hobbies***

*Game* *-PlayingBadminton,Traveling,music*



***ADDITIONALDETAILS***

|  |  |  |  |
| --- | --- | --- | --- |
| *Fu****l****Name* |  | *-* | *DhavalVinodbhaiGa****j****ar* |
| *DateofBirth* |  | *-* | *27thOct.1987* |
| *Gender* | *-* | *Male* |  |
| *MaritalStatus* |  | *-* | *Unmaried* |
| *Languagesknown* |  | *-* | *Gujarati,Hindi&English* |
| *Nationality* |  | *-* | *Indian* |
| *Religion* | *-* | *Hindu* |  |
| *MailingAddress* | *-* | *C/2,SwaminarayanColony* | |
|  |  | *Opp.BarodaExpressway,* | |
|  |  | *NearC.T.M,* | |
|  |  | *Ahmadabad–380026.* | |
| *PhNo* |  | *-* | *(M)+918000863454* |
| *E-MailID* |  | *-* | *Dhavalga****j****ar1312@gmail.com* |



***Declaration***

*Iherebydeclarethatthedetailsprovidedabovearetruetothebestofmy knowledge.*

|  |  |  |
| --- | --- | --- |
| ***Reference*** | |  |
| *Providewhenasandwhenrequired.* | |  |
| *Place* | *:AHMEDABAD.* | ***YoursFaithfuly*** |
| *Date* | *:* | *(DhavalGa****j****ar)* |