*CURRICULUM VITAE*

***GADHAVI DINESHKUMAR RATANSING***

*C/24, INDRAJIT SOCEITY, PART-2,*

*OPP. SARDAR HOSPITAL,*

*NIKOL GAM ROAD, AHMEDABAD – 382350*

*CONTACT NO. : 8511919940 / 8200535448*

*EMAIL ID : gadhavidineshraj@gmail.com*

***CAREER OBJECTIVE :-***

*Aim to be associated with a progressive Orgnization that gives me the scope to apply my skill and to involve as part of Team and dynamically work towards the growth of the Organization.*

*To be a member of a prestigious organization this offers absolute exposure challenge and bright career.*

***PERSONAL SKILLS :-***

* *Good relation with customer*
* *Knowledge about product feature*
* *General knowledge about Industry*
* *Problem solving attitude.*
* *Good command on written & verbal communication*
* *Time oriented & people friendly.*
* *Sales Strategy*
* *Handling Advertisement activities.*

***EDUCATIONAL QUALIFICATION :-***

* *B.com with 57% from Gujarat University Ahmedabad in April, 2003.*
* *H.S.C. with 68% from GSHEB, Gandhinagar in March, 2000*
* *S.S..C. with 67% from GSHEB, Gandhinagar in March, 1998*

***EXPERIENCE :-***

* *LUBI INDUSTRIES LLP – AHMEDABAD*

*Assist Administrative officer & Sales coordinator. (August, 2008 to still today)*

***ROLE OF MINE***

* *MIS Data ( Primary, Secondary, Expenditure, sales coordination)*
* *Expenses checking of field Manager*
* *Outstanding follow up.*
* *Reporting system handing ( excel Innovation, Value chain service)*
* *Booking Air & Train ticket for field*
* *Arrangement of Meeting and related activities*
* *Coordination with field officer on daily basis*
* *Give guidance to new joiner for company norms & aware about how to reporting*
* *Maintain the document of field staff & Filled the all type of expenses and sales statement of them.*
* *Data management.*
* *Purchase & dispatch all advertisement materials as per marketing people requisition.*

***SOFTWARE KNOWLEDGE :-***

Excel Innovation, Value Chain service

***PERSONAL DETAILS :-***

*Name : Dineshkumar R. Gadhavi*

*Date of Birth : 04-10-1982*

*Nationality : Indian*

*Languages Known : English , Hindi , Gujarati*

*Marital status : Married*

*Hobbies : Visit new place, Learning new things, Listing Mentors*

*Strengths : Positive attitude and quickly adopt the environment, Hard working*

***DECLARATION:-***

*I hereby declared that the above furnished information is genuine up to my knowledge and I bear the responsibility for the correctness of the mentioned particulars.*

*Date :*

*Place : Ahmedabad DINESH R. GADHAVI*