

# Gaurav Gajjar

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📍 T-404, Ghanshyam Complex, Near Chandodiya Bridge, Chandlodiya, Ahmedabad-382481

🌐 Indian 📅 02-02-1995 👤 Single

## PROFESSIONAL SUMMARY

Data Analyst/Store executive/MIS with more than 5 years of an experience in Data Analyst and MIS reporting with excellent performance in an industry & contributed toward success.

## WORK EXPERIENCE

### Store Executive

Royal Furniture Mart

📅 Aug 2020 - Feb 2022

Ahmedabad

- Retail Team Management.
- Inventory Management.
- Dispatch & Supply Chain Management.
- Market Sales Co-ordination.
- MIS Report Of Sales And inventory Stock On Daily Basis.

### MIS Executive

Arcon tech Solutions Pvt. Ltd.

📅 Jun 2016 - Feb 2020

Ahmedabad

- Generate Daily/Monthly/Yearly and Festival reports by using advance excel function.
- Efficiently handling Primary, Prepaid operations of Channel Reports.
- Post-Paid bills audit & find mistakes and generate audit report.

### Data analyst

SP Technolab Pvt. Ltd.

📅 Jun 2015 - May 2016

Ahmedabad

- Using automated tools to extract data from primary and secondary sources.
- Using statistical tools to identify, analyze, and interpret patterns and trends in complex data sets that could be helpful for the diagnosis and prediction.
- Performing analysis to assess quality and meaning of data.
- Find data for company exactly looking from LinkedIn.
- Build relation with customer and create demand for company.

### Data Entry Operator

Hari Om Travels Pvt. Ltd.

📅 Apr 2014 - May 2015

Ahmedabad

- Gather various data of customer and prepare planning.
- Prepare various tour & travel route data.
- data entry of all trips & vouchers/tickets.

### Telecaller/Data Entry Operator

Global Innovative Group

📅 Feb 2013 - Feb 2014

Ahmedabad

- Handling Calls Of A Customers.
- Solving On Call Query/Complaints Of Customer.
- Prepare Records End Of The Day.

EDUCATION

LLB

Gujarat University  
📅 Jul 2015 - Apr 2018  
Ahmedabad

B.com

Gujarat University  
📅 Jun 2012 - Apr 2015  
Ahmedabad

HSC (12Th)

G.H.S.E.B (Commerce)  
📅 Jul 2011 - Mar 2012  
Ahmedabad

SSC (10Th)

G.S.E.B  
📅 Jul 2009 - Mar 2010  
Ahmedabad

PERSONAL SKILLS

Leadership	90%	Communication	70%
Self-motivation	80%	Decision Making	90%

LANGUAGES

English	🕒🕒🕒🕒🕒	Hindi	🕒🕒🕒🕒🕒
Gujarati	🕒🕒🕒🕒🕒		

HOBBIES

Reading	Travelling	Chess
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