

## Gunjan V Gohil

A/15 Jai Mahakali Society, Near Mahavir Hall,  
Ajwa Road, Vadodara-390019 Mo. 9979009984  
EMAIL: Gunjan.Gohil88@gmail.com



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- By acquiring knowledge, expertise and a familiarity with the organization's culture, I want to contribute towards realizing organization's vision and become its integral part.
  - To work in a meaningful and challenging position that enables me to develop myself as a professional and permits scope for advancement.
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### **Personal Profile:**

NAME	:	-	GOHIL GUNJANKUMAR VIJAYKUMAR
ADDRESS	:	-	A-15 Jai Mahakali Society Near Mahavir Hall, Ajwa Road, Vadodara-390019
CONTACT NO	:	-	9979009984 / 9429111718
B'DATE	:	-	04-07-1988
GENDER	:	-	Male
RELIGION	:	-	Hindu
LANGUAGE	:	-	English, Hindi, Gujarati
HOBBIES	:	-	Traveling, Googling, Music, Driving

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## **Academic Qualifications**

DEGREE	UNIVERSITY / YEAR	CLASS	PER%	INSTITUTE
SSC	2003	FIRST	61.43%	GSEB
HSC	2005	FIRST	62.50	GSHEB
BCOM	GUJ / 2008	Pass	44.44	S.C.P.F
MCA	GTU/2014	FIRST	63.70	PARUL INSTI

## **Extra-Curricular**

- Chess Champion in My School & College Years.
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## **Computer Skills**

- **Mastery of Microsoft Office programs (Word, Excel, PowerPoint)**
  - Ability to work with several operating systems, including Windows, Mac OSX and Linux
  - Computer assembling and maintenance.
  - Troubleshooting hardware and software problems.
  - Installing and configuring the peripherals, components and drivers
  - Familiar with hardware tools like servers, printers, Vol P, networking and telecommunications devices
  - Troubleshooting of personal computers. On line Support to customers concerning their computer problems
  - I have also knowledge Of Programming Language like C, C++, Java.
  - I have Also knowledge of Sql Server ,Oracle ,Data Warehouse And Data Mining
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## **CURRENT STATUS**

Sr.no	Company Name	Designation	Salary	From-To	Experience
1	Rangam Infotech Pvt Ltd	Executive-MIS	25000	01-06-21 To Current	10 Month
2	Halol Nagarpalika	MIS/IT Expert	15000	04-09-20 To 31-05-21	9 Month
3	Aegis Skills Edge Pvt Ltd.	Centre Manager	21100	05-09-17 To 15-03-20	2.4 Year
4	Elite Décor Pvt Ltd	E-Commerce Assistant Manager	17333	29-08-16 To 08-01-17	5 Month
5	Podar Skills ( A Unit Of The Anandilal Podar Trust )- Aegis Skills Edge Pvt Ltd	Centre Manager	18000	23-01-14 To 07-11-15	1.10 Year
6	Nifa (National Institute Of Finance And Accounts)	Academic Manager	12000	05-03-13 To 23-01-14	11 Month

## **Professional Work Experience**

### **Rangam Infotech Pvt Ltd :- Executive-MIS**

- Managing data effectively.
- Generate effective reports from portal.
- Running and sharing reports everyday with different template.
- Format the resumes in effective way.
- Data entry in MS excels and manages it effectively.
- Data entry in client and our portal.
- Work in synergy with entire team.

### **Halol Nagarpalika. :- MIS/IT Expert**

- Handle Government **Swachh Bharat Mission** MIS Portal
- Handle Government GEM Portal. Procurement Various Items as required.
- Working Smoothly and Managed Swachh Bharat Mission in Halol Nagarpalika
- Manage all Activity related to SBM.
- Answerable Person to Pradeshik Kacheri, Vadodara and SBM, Gandhinagar.
- Data Analysis and Data Mining, Data Sourcing ,MIS Update
- Taking Care of All works must follow under Swachh Sarvekshan 2020 Guideline.

## **Aegis Skills Edge Pvt Ltd. :- Centre Manager**

- Manage Government Projects PMKVY and Smoothly Handle SKILL Center.
- Centers spoke Person between Government (GSDM ) and Aegis skills edge. Skill center located in AJWA ROAD-Vadodara.
- Manage day to day operations of a projects run smoothly.
- Students Mobilizing, Students Counseling, Batch Creation, Attendance Monitoring, Exam Scheduling, Placement Activity.
- Manage Staff, Preparing Work schedules and assigning specific duties.
- Review Activity documents and other Performance data to goal Achievement and project improvement.
- Establish and implement departmental policies, goals, objectives and procedures conferring with organization officials and staff members as necessary.

## **Elite Décor Pvt Ltd :- E-COMMERCE ASSISTANT MANAGER**

- Product Catalog Management, Master Data Development
  - Manage compilation and presentation of correct and complete information for all products for E-commerce listing
  - **Listing on Marketplaces like AMAZON, FLIPKART, SNAPDEAL, HOMESHOP, NAAPTOL, FABFURNISH, PEPPERFRY.**
  - Listing new products across all relevant marketplaces and periodic updates to existing product listings for prices, offers, quantity, etc.
  - Approaching maximum marketplaces for product listing and relationship building with key marketplace managers
  - Driving sales through listing on deal and coupon sites
  - Order Fulfillment
  - Timely Order fulfillment of all orders
  - Managing Returns and order cancellations with proper tracking
  - Monitoring marketplace and payment gateway receipts
  - Optimizing logistic costs for shipments
  - Customer Service Management
  - Monitor Customer Issue resolutions related to order fulfillment  
Monitor Customer query resolution over chat, calls, social media or email
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## **Podar Skills (A unit Of Anandilal Podar Trust):- CENTRE MANAGER**

- Manage and handle Gov. Projects Like MES, NULM, STAR, PMKVY
  - Manage day to day operations of a projects run smoothly.
  - Manage Staff, Preparing Work schedules and assigning specific duties.
  - Review Activity documents and other Performance data to goal Achievement and project improvement.
  - Establish and implement departmental policies, goals, objectives and procedures conferring with organization officials and staff members as necessary.
  - Manage Franchisee Center/institution operations works as their Projects can run smoothly.
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## **NIFA (National Institute of Finance And Accounts) :-**

- Managing the Academic work of institute.
  - Managing document of Students, Faculty Batches.
  - Preparing Reports information as requested.
  - Coordinating between head office administrative office team.
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## **Key Skills**

- A Good knowledge of the techniques for planning, monitoring and controlling programs and resources.
  - Promoting good work practices.
  - Able to coach and mentor more junior staff across a number of disciplines.
  - Ability to present to senior levels of management (e.g. Director, MD).
  - Experience in managing technical infrastructure projects & off shore teams.
  - Can quickly grasp and master new concepts.
  - Can work independently, multi-task, and take ownership of various parts of a project or initiative.
  - Setting goals and objectives for individuals and teams
  - Anticipating, initiating and resolving project management issues.
  - Client documentation, Account set up and Account maintenance.
  - Listening proactively to the client and ensure their needs are understood.
  - Sound understanding of the healthcare environment and the pharmaceutical industry.
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## **Strengths**

- Quick Learning
  - Team Working
  - Smart work/Hard work
  - Good Grasping Power
  - Good Communication Skills
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## **Honest Quote**

Being aware of strength. I am confident of my ability to handle the work assigned in a better way.

I hereby inform you that the above furnished information is true to the best of my belief .If you provide me an opportunity I shall prove my level best to excel the standard sets.

Date: .....

Place: Vadodara

**Signature: (GUNJAN V GOHIL)**