**Name: Mitul Thakar**

**E-Mail:** [**mitulthakar.sparkle@gmail.com**](mailto:mitulthakar.sparkle@gmail.com)

**(2-Years’ Experience in UAE)**

**(5 - Years’ Experience in India (Ahmedabad)**

**Mob No: +971 55 3875497**

**Visa : Employment visa (Transferable)**

**CAREER OBJECTIVE**

To fully exercise my profession and enhance my knowledge and capabilities in a more competitive environment a position requiring excellent skills in organizing work efficiently, performing tasks individually or as part of a team, managing people and communicating ideas in a business.

**SKILL**

Inventory, Time management, staff management, MS excel & advance excel, MS word, ERP solution, Warehouse management, stock management, Documentation & Admin work, Microsoft outlook, patty cash managing , Time & schedule management, store keeping, Result Oriented, Decision making, Problem solving.

**QUALIFICATIONS**

* Bachelor of Commerce.
* Master of business Administrative.(MBA)

**ADDITIONATL COURSE**

* Post Graduate Diploma in Banking. (PGDB)
* Diploma in PC Hardware & Networking.

**COMPUTER EDUCATION:**

Operating Systems : Windows 7, Mac OS

Packages : MS Office (Word, Excel, Power Point)

Graphic Software : Adobe Photoshop

**STRENGTH:**

* Positive attitude for challenging duties and responsibilities.
* Sincere and Hard Working.
* High sense of commitment and dedication.
* Ability to learn and adapt to new technologies.
* Self-motivated Flexible and team player.

#### EMPLOYMENT DETAIL

**2016 to Till Date**

**Company : Four Seasons Gallery (Fine Art and luxurious furniture and Lights)**

**Division : Dubai (UAE)**

**Designation : Inventory Controller / Logistics/ Warehouse management**

**Responsibilities:**

**A: Delivery**

* Maintain receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
* To schedule the delivery once sales order is generated.
* Check with the customer if there is any requirement of fixtures during the delivery i.e. Scaff folding etc.
* Update the sales team on the delivery schedule.
* Follow up with sales persons for pending deliveries. I.e. more than 2 months.
* Manage day to day activities like the delivery and installation schedules and managing the workforce (drivers and technicians) for both retail and projects.
* Logistics for arrivals/departure of containers, while maintaining schedules and reports for damage etc.

**B: Stock management**

* Time to time record the inventory count by personally visiting the warehouses.
* Update the inventory details in ERP system.
* Ensure there is proper movement of the items from Warehouse to the Gallery to avoid damage.
* Move the stock from Warehouse to Gallery once receive the Display request from the showroom.
* Organize the manpower & related fixtures for fixing the damaged items.
* To arrange the new stock from Warehouse to Gallery incase items sold are last displayed item.
* Physically check and report for the items moved from showroom to warehouse for restocking.
* Update the stock based on ageing to ensure the older stock is moved on FIFO basis.
* Manage warehouse space, all goods arranging in proper way and utilize maximum warehouse space in proper way.

**C: Other duties**

* Manage day-to-day cash and credit card transactions for the account/project managers, overtime sheet and report into the CFO/accountant.
* Handling daily artwork details and making job order, adding up to the consumption reports for the project team leaders.
* Logistics for arrivals/departure of containers, while maintaining schedules and reports for damage etc.
* Going for inspection in both retail and projects.
* Document Filing Supplier Wise / Items Wise.

**2014 to 2015**

**Company :Shree Krishna Event Management Pvt. Ltd.**

**Division : Ahmedabad (India)**

**Designation : Marketing Manager.**

***Job Responsibilities***:

* Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
* Work for development of Business and revenue generation.
* Handling and assisting Sales Team.
* Providing Training to Executives to enhance their skills and knowledge on products.
* Creating daily and monthly reports to monitor performance and providing to management for analysis.
* Dealing with internal staff to facilitate customer.
* Calling to arrange meetings with potential customers to prospect for new business and cold calling.

**2013 to 2014**

**Company : India Infoline Finance Limited .**

**Division : Ahmedabad (India)**

**Designation : Gold Appraiser-officer/cashier.**

***Job Responsibilities***:

* Making loan process in system software and decided value of loan amount under RBI rules.
* Achieve quarterly sales target for gold loan and doing marketing activity.
* Doing cross selling other products like insurance, mutual funds, equity, home loan, mortgage loan, IPO,NCD.
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
* Calling to arrange meetings with potential customers to prospect for new business and cold calling.
* Managing patty cash, Gold lockers and all cash count by hand and machine every day.

**2011 to 2012**

**Company : T.N Reality Pvt. Ltd.**

**Division : Ahmedabad (India)**

**Designation : Assistant Administrator.**

***Job Responsibilities***:

* To comply with all the administrative duties as assisted and guided by the Higher Authorities.
* To arrange for logistics for the higher-level management.
* To arrange and file documents and other legal papers.
* To make regular follow-up of with contractor for phrase wise documents and verify the same.

#### PERSONNAL PARTICULARS

**Name**  : Mitul Thakar

**Address** : Al Fahidi Bur Dubai.

**Date of Birth** :04-feb-1988

**Nationality** : Indian

**Marital Status** : Single

**Languages Known** : English, Hindi and Gujarati.

**Passport Details** : PP No.M0001448 / Date of issue: 02/07/2014

Date of Expiry: 01/07/2024

**Visa Status** : Employment Visa (Transferable)

**Hobbies :** Travelling, playing and watching cricket, Reading, Music.

I hereby certify that above mentioned information is true and correct to the best of my knowledge and belief.

Respectfully,

Mitul Thakar.