

# PRUTHVIRAJ VIJAY DESAI

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To obtain a challenging and rewarding position in an organization where I can utilize my knowledge, skills and experience to contribute to the success of the company. To secure a position that will allow me to use my communication and skills where I can make a meaningful impact and drive the success of the organization.

## EXPERIENCE

### Nov 2024 - Present

Sr. Operation Executive | Jewel Casa Pvt | Mumbai, IN

Results-driven Senior Operations Executive with expertise in optimizing operational processes, enhancing productivity, and driving cost-efficiency. Proven track record in leading cross-functional teams, streamlining workflows, and implementing process improvements to achieve business goals. Ensuring adherence to quality standards and compliance. Adept at managing day-to-day operations, Work with suppliers and buyers to ensure timely delivery of goods and resolve any issues. Manage and oversee daily operations of the company including product cataloguing, order fulfilment, logistics, inventory management, and quality control.

### Jan 2023 - Nov 2024

Executive Admin | Tanishq A TATA Product | Navi Mumbai, IN

Detail-oriented and highly organized Executive Admin professional with expertise in providing comprehensive administrative support to senior management and ensuring smooth office operations. Skilled in managing schedules, coordinating meetings, handling correspondence, and organizing travel arrangements. Proficient in maintaining confidential information, preparing reports, and managing office supplies and equipment. Strong communication and multitasking abilities, with a focus on streamlining processes and supporting the efficient functioning of the executive team. Demonstrated ability to manage priorities, collaborate with cross-functional teams, and maintain a positive and productive office environment

### Jan 2021 - Jan 2023

Cashier | Tanishq A TATA Product | Mumbai, IN

Highly skilled Cashier with extensive experience in managing cash transactions, ensuring accurate handling of payments, and maintaining a balanced cash register. Proficient in processing customer purchases, reconciling cash drawers, and providing exceptional customer service in fast-paced environments. Adept at supervising junior cashiers, training staff on cash handling procedures, and ensuring compliance with company policies and security protocols. Strong attention to detail, with a focus on minimizing errors, preventing fraud, and maintaining a high level of accuracy in all financial transactions. Demonstrated ability to efficiently resolve customer issues and maintain a smooth, positive checkout experience.

## **EDUCATION**

**August 2017-20**

Bharti Vidyapeeth University – BCA

Computer Application and Management  
Customer Service

## **SKILLS**

- Teamwork
- Time Management
- Good Communication
- Strong Management and Organizational skill
- Handles client complaints
- Responds to customer inquiries
- Active Listening
- Refills office supplies
- Positive Attitude
- Ability to work under pressure
- Achieving targets
- Maintains schedules

## **PERSONAL INFORMATION**

Nationality – Indian

Material Status – Single

Passport No. - W8339508