

# Tejash K Pinara

Dubai United Arab Emirates o  
971582982009  
me.tejash@gmail.com

## SUMMARY

Highly motivated and detail-oriented Admin Executive with over 7 years of experience in Inventory control, Logistics Software and operations coordination. Proven track record of improving efficiency and problem-solving. Adept at managing complex logistics processes, maintaining meticulous records, and ensuring timely delivery of goods. An ambitious, creative and highly motivated individual, who has a passion for the retail industry and an uncompromising commitment to quality and outstanding people skills. Having a proven track record of producing high quality results, and Excellent communication, organizational, and multitasking skills.

## WORK HISTORY

### LMS Certifications FZE LLC - Business Development Manager

Dubai, United Arab Emirates  
10/2024 - current

- Lead Generation and Sales: Identify potential clients, generate leads through various channels (networking, cold calling, email campaigns), and pitch ISO certification services.
- Client Relationship Management: Build and maintain strong relationships with corporate clients, consultants, and industry partners.
- Proposal Development and Negotiation: Prepare and present tailored proposals, negotiate contracts, and close deals.
- Market Analysis and Strategy: Conduct market analysis, identify new business opportunities, and develop marketing strategies to expand market reach.
- Collaboration and Coordination: Collaborate with internal teams (operations, technical) to ensure smooth service delivery and customer satisfaction.

### Interactive Digits - Operations Coordinator

Dubai, United Arab Emirates

## SKILLS

- Supply Chain Management
- Inventory Management
- Transportation Management
- Warehouse Management
- Organizational & Time Management Skills
- Analytical & Problem-Solving Skills
- Technical & Software Skills
- Data Management
- Strategic & Analytical Thinking
- Relationship Building
- Market Knowledge of ISO
- Industry Partnerships

## EDUCATION

03/2024 - Current  
**Swami Vivekananda University**  
India, India

### Bachelor of Arts

01/2011 - 01/2012  
**Frankfinn Institute Training**  
Mumbai, India, India

### Diploma in Aviation and Hospitality: Management

03/2006 - 04/2007

09/2020 - 08/2024

- Manage daily office administration, including facilities, supplies, and maintenance.
- Handle official correspondence, phone calls, and emails with professionalism.
- Provide admin support to HR and Finance teams.
- Social Media Management: Develop and implement social media strategies across multiple platforms (Instagram, Facebook, etc.) to increase brand awareness, engagement, and follower growth.
- Interacting with clients and computer users to determine the nature of problems.
- Input, update, and maintain client data in Excel spreadsheets  
Ensure accuracy and integrity of all data entries.

**Sardar Vallabhbhai Patel**

**High School**

Gujarat, India, India

**High School Secondary: Arts**

**Shalimar Goods Carrier Pvt Ltd - Logistics Coordinator**

*Mumbai, India*

06/2016 - 12/2019

- Shipment Tracking & Coordination Monitor and track the location of shipments and coordinate with drivers and transport companies to ensure timely deliveries.
- Customer & Stakeholder Communication Liaise with customers and internal departments to provide updates on delivery status, resolve issues, and handle queries.
- Inventory & Warehouse Management Oversee receiving, storage, and order fulfillment, while maintaining accurate inventory records.
- Documentation & Reporting Prepare and process shipping documents, create detailed reports for management, and ensure all logistics data is accurate.
- Process Optimization Analyze and improve logistics processes, using logistics software and IT systems to monitor and optimize shipping procedures.
- Regulatory Compliance Ensure that all logistics operations comply with relevant local, state, and federal regulations.
- Problem Solving Identify and resolve issues in the supply chain, such as delivery delays or errors, by working with suppliers and transport providers.

**Hotel Bawa International - Front Office Executive**

*Mumbai, India*

01/2015 - 11/2015

- Welcomed and registered hotel guests, clarifying accommodations and establishing payment methods.
- Checked guests out, preparing and explaining bills effectively.
- Handled all guest interactions with utmost hospitality and professionalism.
- Accommodated special requests to enhance guest experiences.
- Assisted guests with inquiries regarding services, operations, personnel, and events.
- Responded promptly and accurately to all guest requests via in-person and phone interactions.
- Resolved guest complaints while identifying opportunities to personalised service.



**LANGUAGES**

English  
  
Advanced

Hindi  
  
Fluent

Gujarati  
  
Fluent