

# DHRUVIN GAJJAR

## Objective

To be part of highly professional organizations that realizes on world class standards of technology, quality and teamwork. Organized and dedicated Administrative Assistant with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision-making skills to manage multiple, concurrent tasks. Self-motivated work ethic to perform effectively in independent or team environments.

## Experience

### \* IPH Glasses - Mahavir Glass Enterprise

Ahmedabad, Gujarat (Aug 2014 to Sept-2023)

- I am working with IPH Glasses (Mahavir Glass Enterprise) renowned glass processing unit Ahmedabad Gujarat as Inside Sales Manager at Sindhubhavan Show room to handle retail and project sales to look after procurement of orders, to prepare Proforma Invoices (CompleteSolution Software), to arrange fitment of glasses through skilled glass fitters team, to raise Invoices, to collect payments, to make attendance of staff members, to maintain books of accounts and also to look after office management still Sept 2023.
- I was handling entire narol factory all activities such as interacting with customers, billing, dispatches, staff handling, glass & hardware inventory managing during 2018 to 2020.
- I was promoted as Machine operator to look after floor management and to operate CMS Cutting Machine manual & plotter design cutting machines and to handle stores inventory also to do optimization (Opty-way 7.3) of glass sheets on computer software during 2016 & 2017.
- I worked with IPH Glass (Indian Picture House) Narol Ahmedabad as back office executive during 2014& 2015.

### \* Priya Gift & Cosmetic – Ahmedabad 2013

- I worked as a retail store executive to handle seasonal products such as crackers, kites and gift articles, cosmetic items, etc.

### \* Radhe Mobile – Ahmedabad 2012

- I worked as a counter sales executive at Mobile Stores to handle sales Of various modal of mobile and its accessories

## \* Computer Skills

- Computer Basic
- Windows
- MS-Office
- Internet Explorer

## \* Education

Bachelor of Commerce.

Higher Secondary Board.

### \* Reference –IPH Glasses

Mr. U S. Thakkar Management consultant +91 98240 91191

Mr. Deven Shah Production Manager 9824071171



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## \*Core Skills

- Project management
- Budget management
- Quality of leadership
- Business process improvement
- Analysis Strategic Planning

## \*Languages

- Gujarati
- Hindi
- English

## \*Interests

- Music
- Driving
- Meeting new people
- Traveling