



NIMAVAT NARESHKUMAR KANTILAL

Date of birth: 11/08/1992 | **Nationality:** Indian | **Gender:** Male | **Phone number:**

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Address: Loyanga Sitaram Street , Near Bus stand in Side Loyanga gujarat
INDIA , 364295, bhavnagar, India (Home)

ABOUT ME

To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self development and help me achieve personal as well as organizational goals. An ambitious person, willing to explore and learn new things and skills through the continuous efforts that will enable me be a successful individual with efficient and effective utilization of my skills while giving me ample opportunity to grow I am looking for opportunities where i can put my knowledge and experience into practice.

EDUCATION AND TRAINING

01/01/2010 – 01/01/2015 Bhavnagar, India

BCA GRADUATION Parekh collage Mahuva

Website <https://www.mkbhavuni.edu.in> | **Final grade** B | **Level in EQF** EQF level 7

WORK EXPERIENCE

20/02/2017 – 31/03/2019 Pipavav, India

JR.OFFICE ASSISTANT. RELIANCE DEFENCE & ENGINEERING PVT LTD.

1. Answered all incoming calls and handle caller's inquiries.
2. Maintained a sufficient record of office supplies.
3. Prepared documents and reports on the computer.
4. Maintained working files, directories, and other materials, and retrieve them immediately upon request; prepare contract files in accordance with established procedures.

01/05/2020 – 31/08/2021 Mahuva, India

STORE IN-CHARGE MOTHER NUTRI FOODS

1. Respond to customer complaints and concerns in a professional manner.
2. Develop and arrange promotional material and in-store displays.
3. Monitor inventory levels and order new items.
4. Monitor all inventory control processes and documents all procedures to maintain all equipment and tools. Monitor all procurement requests of facilities, ensure accuracy in all inbound inventory, and
5. maintain records for the same. Maintain records of all variances according to established procedures and ensure accuracy of all inventory transfers between inter units.

15/08/2023 – CURRENT bhavnagar, India

ASST MANAGER MODI ORGANISORS PRIVATE LIMITED

1. Develop and execute marketing and promotional events to attract shoppers and increase sales. Ensure the safety and security of the malls and implement emergency response protocols as needed. Create creative events, promotion and leasing to attract visitors and increase revenue
2. Maintains staff by recruiting, selecting, orienting, and training employees. Ensures a safe, secure, and legal work environment. Develops personal growth opportunities. Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results.

● LANGUAGE SKILLS

Mother tongue(s): **GUJARATI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
HINDI	C1	C2	C1	C1	C1
ENGLISH	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Computer literacy(Microsoft Word,Excel,Office,Powerpoint,Outlook,Adobe Photoshop) | data entry

● HOBBIES AND INTERESTS

Cricket

One of the reasons cricket has become my favorite hobby is the camaraderie it fosters among players.

● ORGANISATIONAL SKILLS

good time management, work under pressure, Microsoft office Skills, Problem Solving,Teamwork.,Record Keeping.

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems

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