



SHANTESH GAUNS

Highly motivated and dedicated professional seeking an opportunity to kick start a successful career. With a strong academic background and excellent customer service skills, I aim to contribute my knowledge, enthusiasm, and drive to add value to an organization and grow both professionally and personally.

PERSONAL DETAILS

Date of Birth

21st October, 1989

Nationality

Indian

Marital Status

Single

Address

Dubai Internet City

Passport Number

B9614817

EDUCATION

- Diploma in Computer Application (CA)**
ComTech Institute Ponda-Goa
2012 - 2013
- Higher Secondary Education**
G,V M's - Ponda Goa
Goa Board in 2008 with
Second Class
- S.S.C**
Goa Board in 2006 with
Second Class

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Marathi (Fluent)
- Konkani (Fluent)

CONTACT

☎ +971 56 311 7289

✉ shangauns99@gmail.com

WORK EXPERIENCE

Timeless Production FZ LLC - Production City, Dubai

Marketing Assistant

May 2024 to December 2024

- Conducting research to identify customer needs, trends, and competitors. Analyzing data to understand market conditions and support strategy development.
- Assisting in the creation of marketing materials such as blogs, social media posts, newsletters, and promotional content.
- Tracking and reporting on campaign performance, website traffic, and customer engagement metrics to evaluate the success of marketing efforts.
- Monitored and reported on campaign performance, website traffic, and customer engagement metrics.

Counto Automobiles Pvt. Ltd (HYUNDAI) - Goa, India

Team Leader

MAY 2018 to February 2024

- Led and motivated a team to achieve sales targets and deliver excellent customer service.
- Managed day-to-day operations and ensured compliance with company policies.
- Conducted training sessions to enhance team performance and improve customer satisfaction.

Aryaman Sai (MARUTI SUZUKI) - Goa, India

Senior Sales Executive

October 2013 to May 2018

- Consistently exceeded sales targets and earned recognition for exceptional customer service.
- Developed and maintained strong relationships with customers, ensuring repeat business.
- Coordinated with other departments to deliver seamless customer experiences.

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WORK EXPERIENCE

● **Nestle India Limited - Goa, India**
Warehouse Supervisor

February 2012 to August 2013

- Supervised warehouse operations, including inventory management and dispatch.
- Ensured compliance with safety and quality standards.
- Maintained accurate records and optimized warehouse processes.

● **Milestone Minerals - Goa, India**
Mine Site Supervisor / Account Assistant

January 2010 to January 2012

- Monitored daily operations at the mine site and ensured adherence to safety protocols.
- Assisted in maintaining accounts and financial documentation.

● **Creative Engineers - Goa, India**
Computer Operator

April 2008 to December 2009

- Managed data entry, document preparation, and administrative tasks.
- Supported the team with technical troubleshooting and computer system management.

SKILLS

- ✔ Team Work
- ✔ Problem Solving
- ✔ Customer Service
- ✔ Attention to detail
- ✔ Adaptability and Flexibility
- ✔ Multitasking & Time Management