



Personal Details

- Date of Birth : 09/12/1997
- Nationality : Indian
- Marital Status : Unmarried

Skills

- Creativity
- Sweet Nature
- Quick Learner
- Fast Listener
- Leadership
- Management
- Organization
- Problem Solve

Language

- Hindi
- English
- Gujarati

Interests

- Travelling, Reading, watching Tv, Learning,
- Learning Languages, Photography, Sports, Yoga, Listenin
to Music

Objective

4.8+ years of Experience in Sales and Other Office Administration Works and Handling Four Wheeler Showroom Also Lile Selling and all and other Site Management and Handling office all workers and Helping staff other Employees to Particular Work Also doing Office Administration Work like Bank work and Manage construction Site office Works. Manage Car Showroom Supervision & Clients deal and Properly Closed the Deal.

I am a Fast Learner and Quick Listener Hard Working Person. I thrive on challenge and constantly set goals for myself, so I have something to strive towards. I am not comfortable with settling, and I am always looking for an opportunity to do better and achieve greatness. In my previous role, I was promoted one time.

Experience

- **JAYRAJ BUILDERS / Customer** 11/06/2020-24/09/2022

Relationship Executive/ Office

Administrative

Site Supervision, Site

Management Also Doing

Manage Some Bank Work,

Brifely Explain Our Projects

And Given Site Details Final

Close The Deal.

- **CARS24 Private Limited / 03/10/2022-24/11/2023**
Senior Car Advisor
Handling Office Work And
Handle All The Customers And
Show The All Cars Segment
Wise and Convince for Buy
Best Segment Of Car And Give
Best Deal & Handling All The
Clients And Trying Properly
Close The Deal.

- **ROYAL ENFIELD EICHER 07/01/2024-27/11/2024**
MOTORS PVT LTD / SENIOR
CUSTOMER EXECUTIVE
Explain Bikes Details N Given
Best K

- **JOLLY MOTORS / SOCIAL MEDIA 29/12/2024-Present**
EXECUTIVE
Online Work Handling All The
Social Media Activity And
Uploaded Pictures And Videos.

Education

- **Alembic Vidhyalay 01/04/2017**
Commerce (11,12)
- **THE MAHARAJA SAYAJIRAO UNIVERSITY, 29/07/2020**
VADODARA
B.COM (WITH DISTINCTION) (BACHELORS
OF COMMERCE)

Projects

- **Samrajiya, Mujhmahuda**
Sales Executive
- **Indraprasth, Ellora Park**
Sales Executive
- **Samanvay Silver, Mujhmahuda**
Booking Control

Reference

- CARS24 PRIVATE LIMITED, NEW SAMA ROAD, VADODAR
Yard Manager
devangamin1@gmail.com
6351437409
- JAYRAJ BUILDERS
Supervisor
rajugoswami2108@gmail.com
919924755995

ANIRUDHSINH BALVANTSINH PUWAR