

RESUME

AMOL SHESHRAO SANGLE

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ADDRESS FOR COMMUNICATION: - NBD/14, New Balaji Nagar, Behind Mondha Naka
Chhatrapati Sambhaji Nagar (431001)

CAREER OBJECTIVE :-

To work in firm with a professional work driven environment where I can utilize and apply my knowledge and Management skills which would enable me as a to grow while fulfilling organizational.

JOB WORKING EXPERIENCE:-

Company Name	: Waman Hari Pethe Jewellers
Designation	: Operation Manager
Duration	: Dec 2009 to Till Date
Location	: Samarth Nagar, Chh. Sambhaji Nagar
Job Profile	: In charge of New Stock from Head Office, Head of the Back Office, Head of Order Department, Gold Valuer & all types inventory work.

Job Responsibilities:-

- Giving daily and monthly reports to the store manager & Head Office
- Coordination with Head office staff for new stock & order Related stock.
- Department related staff handling.
- Service provide to all customers.
- New stock distribute to all counter in the store.
- Overseeing Store maintenance activities.
- Carrying out CRM tasks and preparing its report.
- Doing marketing work.

Educational Summary:-

- S.S.C Passed from Maharashtra State Education Board in the year of 2004 to 2005
- H.S.C Passed from Maharashtra State Education Board in the year of 2014 to 2015
- Bachelor Of Arts Degree Passed from Dr.Babasaheb Ambedkar Marathwada University, Aurangabad in the year of 2015 to 2018.
- Master Of Arts Degree Passed from Dr.Babasaheb Ambedkar Marathwada University, Aurangabad in the year of 2018 to 2020.

IT Proficiency :-

- **MS-CIT** Passed in First Class.
- Knowledge of **MS-Office, Excel, Power Point, Excess Outlook Email, Internet, Local area connection, Hardware& software's suffering knowledge.**
- **ERP TALLY:-**Proficient in Handling.
- Marathi & English **Typing** 30 & 40 w.p.m. Passed from Maharashtra state council of examination, Pune.

Skill,knowledge and abilities :-

- Problem solving and good customer relationship building
- Strong promotional activities
- Strong analytical and excellent communication

Jewellery Shop Related Courses :-

- Diamond & Color Stone knowledge trained By **Gemological Institute of India**.
- **GJSCI** Certificate for "Jewellery Retail Sales Associate" in 2015.
- **IDEMI** Certificate for "Gold Valuation" in 2017

Hobbies & Interest:-

- Interested in working with people as Team Work.
- Only profit making & Business Development.
- Watching daily news.

Personal Details :-

- Date of Birth : - 01st May 1989.
- Gender :- Male
- Marital Status :- Unmarried
- Nationality :- Indian
- Language Knowledge : - Marathi, Hindi & English.

Declaration:-

I do hereby declare that the above information is true to that best of my knowledge.

Place:

Date:

Amol Shehrao Sangle

(Signature)