

CURRICULUM VITAE

Mahavir Anilchand Surana

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❖ **Career Objective :**

To achieve excellence in management and development field and to grow with the firm & enhance skills; create a value for firm & self.

❖ **Qualification :**

Course	College Name & Location	University / Board Name	Year of Passing	% Marks
SY B. Com. (Appear)	ARB Garud College, Shendurni	NMU, Jalgaon	2007	NA
FY B. Com.	ARB Garud College, Shendurni	NMU, Jalgaon	2006	Pass
HSC	N H Ranka High School & Jr college, Bodwad	Nashik Board	2005	45.83%
SSC	N H Ranka High School & Jr college, Bodwad	Nashik Board	2003	48.93%

❖ **Computer Efficiency :**

- Certified Courses in MS – CIT.
- Proficient in various software used in jewelry management.

❖ **Strengths :**

- Positive attitude towards closing deals and ensuring customer satisfaction.
- Capable of managing all types of counters efficiently.
- Strong communication skills with expertise in customer handling.

❖ **Employer Details :**

- Name of organization - Nayantara & Sons (Formally known as Ratanlal C Bafna Jewellers)
- Designation - Assistance Sales Manager
- Location - Chh. Sambhaji Naagar Showroom
- Time Period - From showroom opening 12th Oct 2005 to till date

❖ **Job Responsibilities**

- Overseeing sales, exchange, and mod transactions for gold, silver, and diamond jewelry.
- Managing customer exchanges and modifications related to gold, silver, and diamond pieces.
- Handling cash transactions, orders, repairs, and the work of jewelry makers (Karagir) in out counter.
- Supervising festival exhibitions and handling various counters for sales.

❖ **Personal Detail :**

- Address : Gut No 95, Plot no 3, Flat No 2, Peshwe Nagar, opp Renuka High School,
Satara Parisar, Beed by pass, Chh. Sambhaji Nagar – 431010
- Date of Birth : 1st May 1988
- Father's Name : Mr. Anilchand Swarupchand Surana
- Mother's Name : Mrs. Lalitabai Anilchand Surana
- Marital Status : Married

❖ **Declaration :**

I hereby declare that the information provided is true and correct to the best of my knowledge

Date: / /

Place: Chh. Sambhaji Nagar

Mahavir Anilchand Surana