



Mitul M. Thakkar

Email: mit1391@gmail.com

Mob. No. : 8490078380

CAREER OBJECTIVE:

To join a progressive organization and seeking a position to utilize my skills and abilities in all the task that offers professional growth while being resourceful, innovative and flexible.

ACADEMICS:

Course	School / College	Board / University	Year Of Passing	Percentage
BBA (ITM)	C.P.Patel And F.H.Shah Commerce College	S.P. University	2011-2012	69%
H.S.C	Muktjivan High School	GSHSEB	2008	68%
S.S.C	Muktjivan High School	GSHSEB	2006	74%

TECHNICAL SKILLS:

Skills	Tools
Operating Systems	Windows XP, Windows 7, 8 , 10
Scripting Languages	HTML,
Multimedia	Adobe Photoshop, Corel Draw, Adobe PageMaker

CARRER HIGHLIGHTS:

Unique Products

Ahmedabad, Gujarat, India

Job Title : Assistant Business Manager

Duration : June-2012 to Oct 2021

Key Responsibilities :

- We are dealing in Plywood, Laminate Sheets and Wooden.
- All Gujarat & Maharashtra market-Manage sales team.
- Manage Branch office work.
- Maintain day to day work book.
- Handling internal and external communication.
- Organizing, arranging and coordinating meetings.

EXTRA CURRICULARS:

- Participated in singing as “Background singer Play”.
- Participated in “Bharat Vikas Parishad” National Singing Competition at Gujarat State Level.
- Completed “Elementary Drawing Grade Examination” in 2001 with B-Grade.
- Completed “Sangeet Prveshika Purna” with 1st class in Singing & Playing Harmonium in 2000
- I worked as an Indian Classical Music Teacher from 2006 to 2010.

PERSONAL PROFILE:

Address	V-404 Akruti Town Ship Phase-2,B/h Vasant Vihar Soc.,Opp. Narol Court, Narol Aslali Highway,Narol,Ahmedabad, Gujarat, India Pin Code-382405
Contact Number	8490078380
Date of Birth	01-March-1991
E-mail	mit1391@gmail.com
Known Languages	English, Hindi, Gujarati
Hobbies	Singing And Reading.

REFERENCES:

Available on Reference.

DECLARATION:

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

Your Sincerely,

Mitul Thakkar.