
Ajay Dodani

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EXPERIENCE

- **Ekta Industries | Rajkot**
Customer Relationship Manager & Office work
All office work including check ins and Factory visits, Mail handling, Microsoft work, Operated Wire Cut Machine. Know the basics of Autocad, Miracle accounting software.
January 2020 - Currently working.
- **Golden Omega Pharma | Luanda, Angola**
Pharmacy Manager
Management and operations of the store
July 2019 - August 2019
- **Shivam Apparels | Junagadh**
Sales Executive & Customer Relationship Manager
May 2018 - April 2019
- **Platinum Hotel & Spa | Junagadh**
Manager cum Receptionist
February 2016 - April 2018
- **Shri Ram Guest House, Junagadh**
Manager cum Accountant
August 2015 - January 2016
- **District Court, Junagadh**
Assistant
Well versed with law & basic concepts
April 2012 - June 2015

SKILLS

- Total of 9 years of hands-on experience in managing, consulting, accounting, sales & legal in diversified industries and fields
- Computational knowledge - Windows and macOS

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- Multilingual - Fluency in English and 3 other native languages
 - Digital business documentation using MS Office & Google Suite with occasional collaboration with colleagues
 - First-hand deep know-how Hospitality Industry
 - Confident public speaker, capable of effectively presenting complex subjects to managers
 - Dynamic, Creative and Team Player

EDUCATION

- **SSSD-IIT Institute of Technology, Junagadh**
Bachelors, Computer Applications Development
 - 58.91% overall
 - 2014-18
- **New Best High School, Junagadh**
Grade 12, Science discipline, 2014
 - 46.80%
 - 2013-14
- **Shree Vivekanand Vidya Bhavan, Junagadh**
Grade 10, 2012
 - 72.80%
 - 2012

AWARDS

- **Okinawa Martial Arts Academy**
Yellow Belt - Karate Championship
- **Shree Bruhad Gujarat Sanskrit Parishad**
2nd Rank - Sanskrit (State Level)