**Curriculum vitae**

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**Gaurav Rao**

**H.No2707/202 first floor, Onkar Nagar-A, Tri Nagar, Delhi-35 Emai:-**[graoshab@gmail.com](mailto:graoshab@gmail.com)Contact:- 08882170750

To work for a professional organization which offers challenging opportunities, an excellent cooperative working environment to utilize my professional and technical knowledge, enabling me to improve my abilities, develop my functionality, and improve the organization plans and work procedures

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| **Education** |

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| **Examination** | **Year** | **Board** | **%Marks/CGPA** |
| BBM\_(Bachelors of Business Management) | 2011 | Rajasthan Vidyapeeth,  University,Udaipur, Rajasthan | 73.94% |
| 12th\_(Sr. Secondary) | 2008 | C.B.S.E | 68.40% |
| 10th\_(Secondary) | 2006 | C.B.S.E | 51.60% |

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| **Work Experience & Role & Responsibility** |

Presently Working With [**Mypetshop.in**](http://www.mypetshop.in) **an E-Commerce Company (Start-up) Jaipur** as a **Jr. Operation Manager**

About the company:- The company sells Pet food, Accessories & vet doctors consultation through Online mode.

**May 2016 to Present**

* Assigned to open a office in Jaipur location, its Mumbai based company.
* Assigned to recruit Field Executives for the delivery of items.
* Assigned to handle team of 4-5 people in Jaipur Location.
* Assigned to complete day to day operations, Inventory Maintain, take initiative to solve all Operation problems.
* Assigned to complete all bank related work **i.e BRS, NEFT, RTGS e.t.c.**

Worked with **MEDINN BELLE HERBAL CARE PVT LTD,(Brand “Endura”)** Delhi as an **Office cum Purchase Coordinator Nov 2014 – Oct-2015**

* Assigned to Prepare Daily Reports of Raw material used in the Production and Show it to the Directors of the Company and maintain petty cash and overall administration of the office.
* Assigned to Prepare Raw material stock on **Google Drive (Spread Sheets)**.
* Assigned to **Prepare Purchase order** for raw material & Conduct Physical Verification of Stock of finished goods in godown on weekly basis.
* Assigned to Prepare records of & full administration of New Products Premiere Gym Series.
* Assigned to coordinate with sales teams by managing schedules and closely monitor the monthly sales figures of New product range.
* Assigned to respond any query raised by sales teams and provide them relevant information
* Assigned to maintain and prepare the **Files of banks FDs & document for bank Loans.**

**Sept 2012 – Oct 2014**

Worked with **“Sonu electrical & Hardware Stores Rewari**”, Haryana as an **Office Assistant**

* Assigned to prepare Invoices & get regular feedback from clients and fill tenders of Indian railway by E-tendering **process Assigned to Prepare RFQs and PO and Generate Business** from Proposal writing, Follow ups.
* Determine future office requirements in coordination with Director of Administration & maintain petty cash of the firm & done BRS and done all types bank related work.
* Responsible for Sending Quotations, Keeping Records and Making Phone Calls for payments, Processing Orders and Independently Draft and send/reply email

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| **Internships & Trainings** |

**Finance Intern**, **Kutch Railway, Delhi June 2010**

Learned & analysed financial reports of Kutch Railway project, 200 km railway track constructed by Kutch Railway. Learn about PPP model of Indian railway & Joint Ventures of Indian Railway

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| **Academic Projects** |

**Market Research on Sony Electronics products, May2009**  
learned about marketing Strategies of Sony products, with the review of customers & Retailers

Collect data by customer’s feedback about the quality of Sony electronic product.

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| **Computer Skills** |

* **Operating Systems**:-Windows 2000, XP, Vista & Window7
* **Word Processing**:-Microsoft office 2007 & basic excel Skills (**English typing @ 35-40 WPM)**
* **Presentation**:- Microsoft PowerPoint
* **Completed One year Computer Diploma**

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| **Achievements** |

* Participated in Business Quiz & won Second prize
* Participated in teachers Slogan competition & won second prize
* Participated in a Environmental Quiz & got Third position

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| **Extra-curricular Activities** |

* Attended a one day workshop at Reserve bank of India (RBI, Jaipur)
* Attended a Management work shop at UCCMS, Udaipur
* Successfully completed a Adventure Training in Himachal Pradesh(At school level)

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| **Personal Details** |

* **Father’s name: -** Rao Harpal Singh (Retired Central Govt. Employee)
* **Mother’s name:-** Savita Rao
* **Date of Birth: -** 06-June -1989
* **Marital Status: -** Unmarried
* **Language Known** :- English , Hindi
* **Hobbies** :- Playing Cricket, Listening to Music

Place: -Delhi Gaurav Rao