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SUMMARY OF QUALIFICATIONS

Computer literate in Microsoft Word, Excel, PowerPoint and Outlook Express. Acquainted with QuickBooks Enterprise 2008, experienced in invoicing and code generation, as well as SPSS statistical analysis programming. Honest, hard working, reliable, and respectful. Great communication, sales and interpersonal skills.

OBJECTIVE

Seeking a responsible position in the management, marketing and sales field that will help me gain experience as well as enable me to further my career path.

EDUCATION

- Bachelor of Business and Commerce (Double major in Marketing and Management) –2006
Monash University, Johannesburg, South Africa.
- Certificate in Business - 2004
Australian Studies Institute, Nairobi, Kenya.
- Microsoft Office Certification with minor in hardware to wetware integration –2003
National Indian Institute of Technology (NIIT), Nairobi, Kenya.

WORK EXPERIENCE

Route Manager, Interstate Battery Systems (IBS) of Central Florida, Orlando, FL- 06/2008 to Present.

- Sales and services of commercial and non commercial batteries.
- Cash handling and customer service.
- Stock take and inventory
- Conversant with POS systems: RMS 2 and Jericho.
- Technical support, etc.

General Service technician, Tuffy Tire and Auto, Clermont, FL- 12/2007 to 06/2008

- General Maintenance of motor engines
- Oil and lube tech

Backroom team member, Super Target, Clermont, FL – 09/2007 to 01/2008

- Stock pulls
- Inventory back stock
- Front floor inventory pushes (stocking)

General services technician, Palm Tire, Minneola, FL – 08/2007 to 09/2007

- General Maintenance of motor engines
- Oil and lube tech

Sales Manager, Intrigue Jewelers, Tampa, FL – 01/2007 to 08/2007

- Daily Sales
- Customer care and services
- Daily based cash handling and closure
- Cataloging daily inventory and purchases
- Overview of employee operation

Intern Consultant, Pannell Kerr Forster, Nairobi, Kenya – 01/2006 to 12/2006

- Customer care
- Reviewed and edited various client reports
- Attended two crash courses in proposal writing held by the consulting department
- Involved in preparation of several proposals and expressions of interest in various industries that include: construction, printing, and tourism
- Out of the many proposals handled, three were short-listed and one was awarded
- Dealt with clients on a day to day basis regarding quotations and product information
- Worked in a highly professional and fast paced industry

LANGUAGES

- Fluent in English, Swahili, Hindi and Gujarati.

PROFESSIONAL LETTERS AND PERSONAL REFERNCES AVAILABLE UPON REQUEST.