



JAY JOSHI

ABOUT ME

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.

EDUCATION

- 2012 - 2014
Bachelor of Computer Application
Saurashtra University
- 2023 - 2025
Bachelor of Laws
Saurashtra University

SKILLS

- Product knowledge
- Active listening
- Industry expertise
- Communication skills
- Customer service skills
- Tech literacy
- Hard worker with patience

CONTACT

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PERSONAL DETAIL

- MARITAL STATUS
Married
(January 2016)
- SPOUSE
Khyati Joshi
Software Consultatnt
(Infinity Infoway Pvt. Ltd.)
- KID
1 - Daughter
Heer Joshi

WORK EXPERIENCE

● **Arvind Tours and Travels, Rajkot**
August 2012 - December 2013

- Manage all accounting transactions
- Ensure timely bank payments
- Managing Web Portal of online Ticket Booking.
- Manage end to end travel plans pan India efficiently and cost-effectively – airlines, trains, transport, and hotels.

● **Rajoo Engineers Ltd., Shapar**
January 2014 - December 2014

- Manage end to end travel plans pan India efficiently and cost-effectively – airlines, trains, transport, and hotels
- Negotiate on best rates through vendors every time there is a travel occurrence
- Communicate with the person travelling regularly to keep them updated on logistics
- Manage emergency changes/cancellations in a professional and calm manner
- Handle visa applications and formalities promptly
- Handle all incoming travel requests and the processes that follow after

● **Bharti Airtel, Rajkot**
January 2015 - May 2016

- Conduct market research to identify selling possibilities
- Prepare and deliver appropriate presentations on products and services
- Participate on behalf of the company in exhibitions or conferences
- Collaborate with team members to achieve better results
- Gather feedback from customers and share with internal teams

● **Roma Kristo Travels and Tradelink, Rajkot**
June 2016 - May 2021

- Manage relationship with customers
- Manage the service brand
- Managing Web Portal of online Ticket Booking
- Develop a work team
- Manage Accounting work

WORK EXPERIENCE

● Hotel Metro , Rajkot
June 2021 - June 2023

- Oversee day-to-day operations
- Manage Finance of the Hotel
- Design strategy and set goals for growth
- Maintain budgets and optimize expenses
- Set policies and processes
- Evaluate and improve operations and financial performance
- Prepare regular reports for upper management

● Yamunaji Enterprise, Rajkot
Reliance DC Agent
July 2023 - Till Date

- Prepare and review invoices
- Monitor the efficiency of accounting procedures and programs
- Document financial transactions
- Pay suppliers for outstanding invoices
- Reviews and processes purchase orders
- Manages other members of the purchasing team
- Maintains records of goods ordered and received
- Builds and maintains relationships with vendors
- Handling ERP of the Reliance Industries Limited :
Reliance Customer First & EBIZ