

RESUME

Gohil Digvijaysinh Mahavirsinh

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CAREER OBJECTIVE

Dedicated and result-oriented professional with a strong background in site supervision, operations management, and financial collection. Seeking a challenging position in a progressive organization where I can effectively utilize my diverse experience, analytical mindset from a mathematics background, and leadership skills to drive company growth and efficiency.

WORK EXPERIENCE

Ram Finance — Collection Executive

3 Years

- Efficiently managed and monitored customer accounts for timely collections.
- Maintained excellent professional relations and communication with clients to ensure swift dispute resolution.
- Handled secure cash and cheque operations and reconciled financial transactions daily.
- Prepared comprehensive daily and weekly reports for senior management review.

Karmaveer Construction — Construction Supervisor

2 Years

- Supervised day-to-day on-site civil construction activities, managing workflow and labor allocations.
- Ensured all project milestones were met in alignment with technical blueprints and strict safety standards.
- Overlooked material logistics, site inventory management, and smooth procurement tracking.
- Coordinated seamlessly with project engineers, structural design teams, and external vendors.

EDUCATION

Bachelor of Science (B.Sc.) in Mathematics — 51%

Sir P.P. Institute of Science, Maharaja Krishnakumarsinhji Bhavnagar University

Higher Secondary Certificate (12th Science) — 67%

Gujarat Secondary and Higher Secondary Education Board (GSEB)

Secondary School Certificate (10th) — 78%

Gujarat Secondary and Higher Secondary Education Board (GSEB)

KEY SKILLS & COMPETENCIES

- Operations Management & On-Site Supervision
- Material Procurement & Inventory Management
- Team Leadership & Vendor Negotiation
- Financial Collection & Risk Management
- Analytical & Problem-Solving Capabilities
- Time Management & Reporting Skills

| PERSONAL DETAILS

Date of Birth : 9th June 1996

Languages: Gujarati, Hindi,
Known English

Nationality : Indian

Declaration: I hereby declare that all the information mentioned above is true and correct to the best of my knowledge and belief.

Date:

Place: Bhavnagar, Gujarat

(Gohil Digvijaysinh Mahavirsinh)