

Vinay Gadhvi
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Professional Summary

Results-driven automotive professional with 1.5+ years of hands-on experience in spare parts operations, counter sales, dealership coordination, and customer service. Proven ability to manage parts identification, inventory control, urgent procurement, billing support, and daily business operations. Experienced in handling high customer volume, vendor communication, workshop support, and achieving sales targets. Focused on delivering efficient service and building a long-term career in the automobile industry.

Core Skills

Automotive Spare Parts Operations
Genuine Parts Identification
Counter Sales & Customer Handling
Vendor Management & Supplier Coordination
Inventory / Stock Coordination
Billing & Order Processing
Store Operations Management
Workshop & Technician Coordination
Team Handling & Leadership
MS Excel & Basic Computer Knowledge
Problem Solving & Time Management

Work Experience

Parts Executive / Parts Coordinator
Krishna Corporation – Genuine Mahindra Spare Parts Dealer, Ahmedabad
Nov 2025 – Mar 2026
Managed dead stock movement and stock utilization planning.
Coordinated urgent parts procurement from company and multiple dealerships.
Managed WhatsApp groups with salesmen and linked stores to track requirements and updates.
Supported MT Police Ahmedabad related work operations and handled high-pressure tasks efficiently under mentorship.
Supported billing, dispatch, and daily counter operations smoothly.

Parts Operations Executive

Mahalakshmi Mahindra Service Center, Ahmedabad

Mar 2025 – Oct 2025

Coordinated with technicians to understand requirements and provide correct parts through catalogs.

Arranged urgent spare parts through company orders and dealership network.

Maintained inward/outward stock movement and service records.

Ensured smooth workshop operations through timely parts availability.

Store Manager / Operations Assistant

Autotriz & Detailing Bull, Ahmedabad

Aug 2024 – Feb 2025

Supervised team operations and ensured efficient workflow.

Maintained strong customer satisfaction by understanding requirements properly.

Controlled material usage, stock availability, and timely service delivery.

Supported upselling opportunities and repeat customer engagement.

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Education

Bachelor of Arts

Gujarat University, Ahmedabad

Passed: April 2024

Languages

Gujarati | Hindi | English