**First Name of Application CV No 1624278**

Whatsapp Mobile: +971504753686



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| STRENGTH |

Team Spirit, Workaholic, Hard Working and Sincere, Can work under toughest conditions, Leadership Qualities, Good Motivator, Life Time Learner.

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| WORK EXPERIENCE |

**Work as an ‘Admin Officer’ at ‘Electrotech Contracting Services Co.SPC.’ BAHRAIN since 29th February, 2016.**

***Work Location: Manama, Bahrain (Middle East)***

* Handle Administrative duties such as preparing Memos and Notices.
* Maintain all official records Check & reply all E-mails on daily basis.
* Maintain a good relation with Vendors.
* Strong communication with Vendors. Getting quotations from them and select the appropriate one.
* Answering incoming calls in a professional manner.
* Maintaining suitable and sufficient office stationary levels.
* Updating databases with confidential and relevant information.
* Any other responsibility in office as assigned by the top management.

**Work as an ‘Administration/Marketing Executive’ at**

**‘HMP Gramya Vikas & Kalyan’ Foundation from 1st May, 2013 to 24th February 2016.**

* Look out & maintain an Account of the Trust.
* Maintain & manage Petty cash.
* Check the Attendance data on daily basis.
* Maintain up to date records of all staff.
* Proceeding employee salary.
* Handle Administrative duties such as preparing Notices.
* Maintain all official records Check & reply all E-mails on daily basis.
* Maintain a good relation with Vendors.
* Processing supplier invoices and cheque requests as required.
* Regular supervision on security & housekeeping.
* Responsible for the Purchase.
* Supervise all Departments carefully & Gives Directing if necessary.
* Responsible for the Marketing of Trust in different areas (Back Office)
* Duties Following standardized company procedures relating to all aspects of Office performance.
  + Answering incoming calls in a professional manner.
  + Maintaining suitable and sufficient office stationary levels.
  + Establishing stationary requirements for the Office.
  + Resourcing of candidates and appropriately advertising for and recruiting place-able staff.
  + Updating databases with confidential and relevant information.
  + Arranging interviews.
  + Coordinating and communicating activities for the Office, including all employee events
  + Any other responsibility in office as assigned by superior.

**Work as a ‘Toll Collector’ at ‘L&T Toll way Ltd’ from 20 June 2012 to 12 February 2013.**

* Collects money and gives customer change.
* Accepts toll and fare tickets previously purchased.
* At end of shift check balances cash and records money and tickets received.
* At the end of the shift, have to balance the cash collected and create records of the tickets and money received from motorists or passengers.

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| Academic Project Details |

**Title :** Godrej Industries Limited

**Description :** Understanding of all functional department of the company.

**Title :** Blue Star Limited, Bharuch

**Description :**  Specialized training in Human Resource Management. Study all activities

Of the company’s HR department. Prepared report on \_ \_

**“RECRUITMENT & SELECTION”.**

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| **EDUCATIONAL QUALIFICATION** |

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| Examination | Discipline / Specialization | Board/ University | Year of Passing | Percentages |
| S. S. C | **S. S. C** | G. S. E. B | 2007 | 59.85% |
| H.S.C. | **Commerce Stream** | G.H.S.E.B | 2009 | 74.57% |
| F.Y.B.B.A  Sem-1 | - | V.N.S.G.U | 2010 | 67.25% |
| F.Y.B.B.A  Sem-2 | - | V.N.S.G.U | 2010 | 58.25% |
| S.Y.B.B.A  Sem-3 | - | V.N.S.G.U | 2010 | 61.00% |
| S.Y.B.B.A  Sem-4 | - | V.N.S.G.U | 2011 | 66.75% |
| T.Y.B.B.A  Sem-5 | - | V.N.S.G.U | 2011 | 63.25% |
| T.Y.B.B.A  Sem-6 | **Human Resource** | V.N.S.G.U | 2012 | 70.75% |

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| **COMPUTER PROFICIENCY** |

* Basic computer knowledge.
* MS Office Application(MS excel, power point, word)
* Internet

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| **PERSONAL PROFILE** |

Date of Birth : 14th September, 1991

Languages known : Gujarati, Hindi & English

Sex : Male

Marital Status : Single

Nationality : Indian

Height : 5’8’’

Hobbies : Listening Songs, Surfing on Net, Playing & Watching Cricket