**my skills.**

**BHAVIK**

**Bur Dubai, Dubai , UAE**

 ** :** **bhavik.381244@2freemail.com**

**Career Objective : An effective communicator with excellent relationship building & interpersonal skills; strong analytical, problem solving & organizational abilities. Seeking an**

**responsible post with growing oppourtunities in a reputated bank where I can utilize**

**Career Summary**

**Commerce Graduate in 2004 From Gujarat University, Ahmadabad, Gujarat ,India with 12 years experience in BANK DEPARTMENT and ADMINISTRIVE CUM OFFICE MANAGER**

**Banking Career Summary:**

* + **An innovative and unique thinker with excellent managing skills possesses 5 years rich experience as Bank Manager.**
	+ **Excellent capability of managing the operations of the bank.**
	+ **In depth knowledge of each job and supervising each department.**
	+ **Expertise in providing the best solution to the organization which give the bank a new direction of development.**
	+ **Proficient in executing the programs using the limited resources.**
* **Result-oriented Banking Professional with 5 years of experience.**
* **Skilled at customer request handling.**
* **Reconciliation of Disbursal and Collection accounts on daily basis.**
* **Updating of repayment instruments in the system.**
* **Coordination with Vendors for File storage and retrieval**
* **Taking care of all physical instruments.**

**Administrative Cum Office Manager – Career Summary:**

* **Responsible for maintaining the records of office inventory.**
* **Distributing the stationary as per requirement and keeping the record.**
* **Checking the availability of stationary and other required things and ordering for them.**
* **Coordinating with the dealers, Suppliers and vendors.**
* **Maintaining the documents records.**
* **Assisting the admin manager in planning and executing the events and other activities in organization.**
* **Managing the house keeping and security guard staffs’ data and duties.**
* **Responsible for checking the cleanliness of office.**
* **Responsible for checking the office’s assets are in good condition.**
* **Responding the mails.**
* **Responsible for handling the petty cash and keeping the record of expenses**
	+ **Key in, check over, proofread and finalize letters, reports, statements, invoices, forms, presentations and further documents, from notes or Dictaphone, using computers.**
	+ **Maintain and arrange reports from manual or electronic files, inventories, mailing lists and databases.**
	+ **Process inward and outgoing mail, both manually and automatically.**
	+ **Give general information to customers and the public.**
	+ **Photocopy and gather documents for allocation, mailing and filing.**

**CONCERN COMPANY OF SUJAL ADVERTISER)**

**Working Experience**

* **1st Job Start** with **“SPARK INFRAMARK (P) LTD, VADODRA” (REAL ESTATE DEPARTMENT SIS.**

**as a “Administrative Cum Office Manager ” From**

**1st July, 2004 to 30th June, 2009 ( 5 years working experience)**

* **2nd Job Start** with“**Vardhman Sahakari Co-op. Bank Ltd, Vadodara,Gujarat,India (Banking Department)**”

as a **“ASSISTANT MANAGER** **–Customer Relationship (In house Banking)”**.

**From 09th July,2009 to 21st May, 2018. (6 years working experience in banking field)**

****

**Computer Skills**

**Computer Qualification**

**Diploma in Office Automation and Financial Accounting** from

**C-DAC Computer Center, Baroda. [(Durations 6 Months (May, 04 to Oct, 04)]**

**Computer Knowledge:**

**Basic, All M S Program Operating (Word, Excel & PowerPoint), ERP, Tally 6.3, E-Mail,**

**English 70 w.p.m Typing, Internet Access etc.**

****

**Education Qualifications**

**Commerce Graduate (Bechlor of Commerce) in 2004**

**Gujarat University, Ahmedabad,Gujarat,India**

****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **PERSONAL DETAILS** |  |
| **1)** | **Date of Birth** | : | **7th October, 1980.** |
| **2)** | **Residential Address** | **:** | **Vadodara, Gujarat, India** |
| **3)** | **Married Status** | **:** | **Married** |
| **4)** | **+Family Details** | **:** | **Sister – Married, Father – Retire, Mother – Death.** |
| **5)** | **Languages Known** | **:** | **English , Hindi & Gujarati.** |
|  |  |  |  |
| **7)** | **Nationality** | **:** | **Indian** |

**(Bhavik)**