



BHARAT BHATT

I am a responsible self-motivated, reliable, and hard-working person. I am a mature team worker and adaptable to all challenging situations. I can work well in a team environment and use my initiative. I can work well under pressure and adhere to strict deadlines.

CONTACT

- +91-9258368090
- bharatbhatt.netlify.app
- bharat111bhatt@gmail.com
- At KIDE Convent International School, Chauhan Pata Ranibagh Nainital Uttarakhand, 263126

SKILLS

- Leadership
- Front End Coding
- Computer Literacy
- Critical thinking and problem-solving
- Teamwork and collaboration

INTEREST

- Gymnasium
- Playing Volleyball

LANGUAGE

- English
- Hindi

WORK HISTORY

CISOFT TECHNOLOGIES, DELHI

APR/2024 - PRESENT

Working for Cisoft Technologies as an IT operations support specialist & as an accountant.

- To assist anyone having issues with an application or piece of software.
- If the software develops a bug, correct it right away.
- Keep a record of every purchase and sale.
- Managing and controlling several servers.
- Transferring the database to the drive and doing a daily backup.
- Transferring to a disk a server backup that lasted a week.

ST. LAWRENCE SR.SEC.SCHOOL, HALDWANI

JULY/2023

Worked as a Physical Teacher in St. Lawrence Sr. Sec. School, Haldwani for a month

- Coached a volleyball team to participate and thrive in interschool events.
- Supervising practical PE lessons, including both indoor and outdoor classes
- Motivating school children to take up athletic pursuits

ROSNI SOCIETY

DEC/2022 - JUNE/2023

Worked for Rosni Society as an Office Incharge and as an account executive.

- Supervising and monitoring the work of administrative staff.
- Daily basis data entry
- Reconcile accounts payable and receivable
- Preparation of month-end reports
- Entry of all purchases into invoices in Excel
- Preparation of individual salary statements on a monthly basis
- Design and implement a social media strategy
- Generate, edit, publish, and share engaging content (e.g. photos and videos)
- Oversee social media account's design (e.g. Facebook/Instagram timeline cover, post and profile pictures)

AADITYA HOLIDAYS PVT. LTD.

JULY/2021 - NOV/2022

Worked for Aaditya Holidays Private Limited as an account executive and as a Telecaller

- Manage all accounting transactions
- Make an Itinerary for the trip
- Responding promptly to Guest's inquiries
- Communicating with Guest through various channels (email and WhatsApp)
- Develop templates, logos, and other designs using software

EDUCATION

CBSE BOARD

2015 - Completed High Schooling

NIOS BOARD

2017 - Completed Intermediate

UTTARAKHAND OPEN UNIVERSITY

2020 - Completed Graduation (B.Com)

UTTARAKHAND OPEN UNIVERSITY

2023 - Completed Post Graduation (M.Com)

TECHNICAL QUALIFICATION

GOVT. ITI BOYS HALDWANI

2021 - Completed ITI from (Trade - TURNER)

NSTI HALDWANI

2022 - Completed CNC Operator Turning Training

COMPUTER QUALIFICATION

LAL BAHADUR SHASTRI TRAINING INSTITUTE

2018- Completed Diploma in Advance Computer Software

LAL BAHADUR SHASTRI TRAINING INSTITUTE

2018 - Completed Course in Tally

KURMANCHAL TRAINING INSTITUTE

2019 - Completed Course in Stenography

CODEYOGI

2022 - Completed Course in Web Development With React

PERSONAL DETAILS

- **Father's Name** - Ganesh Bhatt
- **Mother's Name** - Kiran Bhatt
- **DOB** - 17/Oct/2000
- **Nationality** - Indian
- **Gender** - Male
- **Language Known** - Hindi, English
- **Marital Status** - Single
- **Permanent Address** - At KIDE Convent International School, Chauhan Pata
Ranibagh Nainital Uttarakhand, 263126

DECLARATION

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