

# CURRICULUM VITAE

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## BHAVIN TRIVEDI

32, shreenath Society,  
Near Karmachari Nagar,  
Panchdev Mahadev Temple,  
Ghatlodia,  
Ahmedabad 380061

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## OBJECTIVE

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To bring to your organization enthusiasm, dedication, responsibility, and good work ethic, combined with a firm resolve to utilize my knowledge and analytical skill to the utmost.

## EDUCATIONAL QUALIFICATION

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PARTICULARS	UNIVERSITY/BOARD	YEAR	PERCENTAGE
M.Com	Gujarat University	2016	PASS
B.Com	Gujarat University	2013	55.00%
XII	G.B.S.E. (State Board)	2010	65.00%
X	G.B.S.E. (State Board)	2008	61.61%

## CO- CURRICULAR / EXTRA CURRICULAR PARTICIPATIONS

Tally ERP 9 Certificate Course

## JOB EXPERIENCE

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**AEGIS PRIVATE LIMITED**  
2016)

(December 2013 – May

**Executive (Back Office)**  
Maintaining Data & Solution of Queries

**VODAFONE VENTURE INDIA PVT. LTD.**  
2018)

(November 2016 –October



**Officer – Customer Service**

- Taking care of customer Queries
- Providing Services Related to the Network & Plan Issues

**MEDUSIND PRIVATE LIMITED****(October 2018 – MAY 2019)****Service Executive**

- Handling Medical Compensation of International Clients
- Maintaining Data of Clients

**SHREE SANT KRIPA APPLIANCE PVT LTD.  
2020)****(MAY 2019 to AUGUST****Commercial Executive (Mobile Division)**

- Handling Overall Distributors of Gujarat
- Working of Credit Notes
- Working of Purchase Order

**SKILLS**

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- Assertive with a positive attitude towards learning continuously
- Extensive leadership qualities exemplified during graduation
- Motivating team members at times of challenge and difficulties

**PERSONAL INFORMATION**

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**Date of Birth:** April 27, 1993**Hobbies & Interests:**

Reading, listening to music, watching movies

Immensely enjoy games like Cricket, cards etc.

**Languages Known:** English, Hindi, Gujarati

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