

VANDAN S. BHATT

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I would like to work in challenging atmosphere, which would provide me the best opportunity to bring out of my ability, knowledge, skills and creativity.

Personal

DOB : 04th May, 1992

Languages Known : English, Gujarati and Hindi

Experience

Organization : The HINDU-Business Line pay roll of Adecco India.

Location : Ahmedabad

Designation : Night Dispatcher

Period : Aug 2013 to Feb 2020.

Work Profile :

- 1) Production Co-ordination
- 2) Reporting to Chennai & Mumbai Production heads for production, News Print & wastage reconciliation reports on daily, weekly & monthly basis.
- 3) Responsible for inserting whenever having extra supplement and Promotional Extra activities of Stamping & sticker etc.
- 4) Responsible for night dispatch.

Organization : Divya Bhaskar

Location : Ahmedabad

Designation : System Engineer

Period : May 2011 to Aug 2013.

Work Profile :

- 1) Installation Software & Operating System
- 2) Repairing & Replacing Mechanical Parts of PC
- 3) Protect Pc from Virus (Scanning on weekly & monthly basis)
- 4) Solve Networking & Internet Problems & Security
- 5) Install, Maintain and troubleshoot CCTV
- 6) Maintenance of Access control device

Organization : Wipro Ind. Ltd pay roll of **Wiptech Peripherals** at **Mother Dairy**
Location : Ahmedabad
Designation : System Engineer
Period : July 2009 to December 2009

Work Profile :

- 1) Installation Software & Operating System
- 2) Repairing & Replacing Mechanical Parts of PC
- 3) Protect Pc from Virus (Scanning on weekly & monthly basis)
- 4) Solve Networking & Internet Problems & Security

Organization : Epson Services pay roll of **Mars Associate**
Location : Ahmedabad
Designation : Printer Engineer
Period : January 2009 to June 2009

Work Profile :

- 1) Installation & Refilling
- 2) Repairing Mechanical Parts of Printer
- 3) Repairing Panel Circuit
- 4) Handling Annual Maintains Contract of Printer

Academic Qualification

Completed Bachelor of Arts (correspondence) in 2014 from Gujarat University, Ahmedabad.

Professional Qualification

✓ **June 2007 to December 2008**

Completed Advance Diploma in Computer Hardware & Network Engineering.

Skills

- ✓ Good communication skill
- ✓ Good listener

Place :

Date :

Signature