

DINESH VANZARA

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CAREER OBJECTIVE:

Looking forward for a challenging position in your organization where I can learn and contribute. See a challenging employment in an organization and grow with it having interest in work, wish to dedicate myself to the organization.

ACADEMIC QUALIFICATION:-

<u>Exam</u>	<u>Passing Year</u>	<u>Percentage</u>	<u>University/Board</u>
S.S.C.	2004	62.48	GSEB
H.S.C.	2006	61.42	GHSEB
B.C.A.	2010	50	GUJARAT UNIVERSITY

WORK EXPERIENCY:-

- (1) **Organization** : **ADITYA FOREX PVT LTD.**
Nature of business: ACCOUNTING & HANDLING CUSTOMERS.
Period : July 2010 to September 2013
Based at : Ahmadabad
Position : Computer Operator
Job profile : Includes-
- Reporting of Daily Cash and Bank Transaction.
 - Manage All Day Transaction Data in Software and Give the Report at the EOD.
 - Maintaining Company Standard.
 - Manage All Customer Data In Company.
- (2) **Organization** : **EXPEDITE SOLUTION PVT. LTD.**
Nature of business: Software Support
Period : December 2013 to June 2014
Based at : Vadodara
Position : Team Leader
Job profile : Includes-
- Reporting to Office Manager
 - Maintain the Privacy of Customer's Data.
 - Giving the software support to the client.
 - Handing the team.

(3) **Organization :** Speedair Freight Solutions Pvt. Ltd.
Nature of business: Report Management & Managing Sales Report
Period : June 2014 to till May 2018
Based at : Ahmadabad
Position : Back Office Executive.

- Generating Invoice and printing the labels of the shipment
- Dispatch the load to the relevant carrier to FedEx, Ups, TNT & DHL
- E-mail the tracking detail report to the client of their respective load.
- Make the entry in the software and send outstanding the report to the client
- Make the entry in the Tally and maintain the accounts of the company.
- Generate the Daily report and share with the Branch Head.

(4) **Organization:** Apollo Munich Health Insurance
Nature of business: Maintain the Renewal of the Banks & Renewal Support given to the team
Period : June 2018 to till date
Based at : Ahmadabad
Position : Retention Manager.

Personal Details

Father's Name : Shantilal Vanzara
Mother's Name : Lilaben Vanzara
Date of Birth : 14th January 1989
Sex : Male
Nationality : Indian
Languages Known : English, Hindi, and Gujarati.
Interest : Listen Songs & Driving
Personality : Dynamic

My Word

Give me the chance, my confidence, my commitments and hard work will get an opportunity to prove me as a valuable asset in your esteemed firm.

Date: _____
Place: _____

Signature
DINESH VANZARA