**CURRICULUMVITAE**

**VALA BHARAT KARSHANBHAI**

**H / 2 SHANTI COMPLEX, NEAR VEJALPUR BUS STOP, VEJALPUR AHMEDABAD :- 380051**

**Mobile: +91-9033022783 Email:valabharat@yahoo.com/valabharat@gmail.com**

**OBJECTIVE:**

ToassociatewithanOrganizationwhereIcanutilize&contributemyskills&strengthatit’sfullest towardsgrowth &developmentof the Organization.

**KEYSKILLS:**

Efficientnegotiator&convincer,targetoriented,technosavvy,proficientEnglishcommunicatorboth in written&verbal,team-player with positive attitude,troubleshooter.

**WORKEXPERIENCE:**

1. ***Accountant & Computer Operator in MEDICURE PVT. LTD. From May 2004 to March 2006.***

**JOB PROFILE:**

* Maintain Company’s sales & purchases.
* Query solving via mails.
* Stock Maintenance.

1. ***Officer(Operations)withVFSGlobal(India)PrivateLimited*[**[**www.vfsglobal.com]**](http://www.vfsglobal.com/)**at*Ahmedabad, Gujarat(India) sinceApril,2006 to January 2016.***

**JOB PROFILE:**

***Visa Application Submission Officer:***

* ProcessvarioustypesofVisaapplicationsbytakingcareofalltypesofdocumentationwithin the desired criteria.
* Tackle customer/applicant queriespersonally&electronically.
* Registration& maintenance ofall applicationdata.
* Schedule interviewdatesfor applicants.
* Handling biometric data of applicant and processing as per requirements.

***Accountant:***

* Executecash and bank related transactions.
* Inventory management.
* PostingentriesinSAP
* Budget PlanningDiscussions with themanagement.
* Keeptrackof inwarddemand drafts.
* PettyCashVerification.
* Analysisof expensewith the budget onmonthly basis.

***Management/Supervision:***

* Supervisionof theteamto worktogetherfor apositive outcome.
* Timemanagementfor time utilizationfor variousreports.
* Formulization &Implementation of plans to increase the production and improve the productionunit/source.
* Ensurealladministrationandlogisticsofpassportdeliverytoconsulate/applicant/logistic company, etc.

1. ***(Current)***

***Partner at Economy Travels and Education consultants. Since Feb 2016 till date.***

**EDUCATIONALQUALIFICATION:**

CommerceGraduate withspecializationin Advanceaccounting&auditingfromGujaratUniversity

(2004batch)

**TECHNICALSKILLS:**

Windows, Microsoft Office, Internet Banking, Online Ticketing, Internet Search Engine, Email, Networking, Security & Troubleshooting

**LANGUAGESKNOW:**

Gujarati, English & Hindi

**PERSONALDETAILS:**

Date of Birth:22nd July, 1983 /Marital Status: Bachelor/Nationality: India

**PREFERREDLOCATION:**

Anywhere on theplanet\*

**REFERENCE:**

Will be providedon-demand.

**(BHARAT VALA)**

**Date:**