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| **Bhavesh A. Vaghela.**  Mob: +918980821430  +919601337082  [Bhavesh29494@gmail.com](mailto:Bhavesh29494@gmail.com) |

**Career Objective**

I want to use my potential in the best possible way, so as to lead to my growth as an individual and successful employee. Simultaneously would like to work in synergy with the industry/organization, contributing in its growth and development, which in turn

Would make me a worthy employee and a formidable team player.

Work Experience

* 6 month experienced in the Skypak Financial Securities Pvt. Ltd as Computer Operator.
* 2 Years & 1 Month in First Flight Couriers Ltd. as Back Office Executive. ( June 2014 to July 2016)
* Currently working in **SmartValue Products & Services Ltd.** As aBilling Executive. From July 2016 till now…..

CURRENT FUNCTIONAL ROLE.

* Reporting to the Branch Manager
* Handling Complete Billing system.
* Responsible For the complete billing Reports (weekly) & also support function to the Head Office.
* Generating all the billing related Reports from the ERP Software & Reporting to the Branch Manager.
* Handling Branch Administration & Follow branch expense process & policy.
* Follow all policies and processes of Customer Care Department.

STRANGTH

* Dedication and Hard Working are my greatest strength
* Built Strong, Co-Operative, Working Relationship with co-workers and organizational staff.

IT/ SOFTWARE PROGICIENCY

* Microsoft Excel
* Microsoft Outlook Express
* knowledge of Internet

ACADEMIES

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Institution/  Board | Month & Year Of  Passing | Percentage |
| B.Com | Gujarat University | March 2014 | 62.21 |
| H.S.C. | G.H.S.E.B. | March 2011 | 83.14 |
| S.S.C. | G.S.E.B | March 2009 | 79.85 |

Skill

* Fast Proactive and self-motivated.
* Work effectively with diverse groups of people.
* Sincere, hardworking, result oriented, able to work under if any conditions.
* Good drafting & communication skills.
* Good Able to management skill.

Personal Details

Name : Bhavesh Amrutlal Vaghela

Date of Birth : 29th April 1994

Nationality : Indian

Linguistic skills : English, Hindi & Gujarati (Read/Write/Speak).

Address : 03 Naranpitha ni chali,

Nr Indiranagar,

Amraiwadi,

Ahmedabad.

Contact Numbers : +918980821430

+918200739974

Mail Id : bhavesh29494@gmail.com

**Thanks & Regards,**

**Bhavesh Vaghela.**