**BHAVIK VIPULBHAI CHHAYA**

**PERMANENT ADDRESS**

C-7/203, Akshar Pavilion

Near Priya Talkies,

Nilambar Char Rasta,

Gotri - 390021

Vadodara, Gujarat, India

Email Address: [bhchhaya@gmail.com](mailto:bhchhaya@gmail.com)

Mobile No: - +919998009422

**Career Objective**

To performs all duties and responsibilities in timely and efficient manner in accordance with established company policies and procedures to achieve the overall objective of the position wherein I contribute to the successful growth of an organization using my knowledge, experience and abilities. “There is always a better way of doing things" is my belief.

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| --- | --- | --- | --- |
| ***Educational Qualification:*** | | | |
| Examination | Name of University / Board | Years of Passing | Marks / Result |
| H.S.C | Gujarat Secondary Education Board | March-2002 | Pass Class (45%) |

**Personal Skills:-**

* Initiative and Teamwork
* Communicate Effectively and Attention to Detail
* Demonstrate openness and Respect for Others

**Employment History:-**

1. Presently working as Senior Executive – Investigation Department in Health Insurance TPA of India Pvt Ltd, Ahmedabad Since December 2018.
2. I was working as Process Officer (Internal Auditor) in a US based Co ZeroChaos APC Workforce Solutions India PVT LTD a staffing solution company since December 2014 to till date, before it is part of Rishabh Software Pvt Ltd, Vadodara since November 2011 to November 2014.
3. I was working as Data Entry Operator (in a Night Shift time is 7:00 P.M to 5:00 A.M), in Multinational BPO Company OfficeBeacon Administrative Services Private Ltd, Vadodara from January 2011 to September 2011.
4. I was working as Executive of the TIN Facilitation Centre managed by the National Securities Depository Limited in Vadodara, which is held by CA Firm Rashmi Jain & Associates from Jan 2005 to April 2010.

**Duties and Responsibility:-**

* Currently my role is to investigate cases for which Claims are received regarding the hospitalization of Patient who take Health Policy from the Government Insurance companies like Oriental Insurance Co, The New India Assurance, National Insurance, United India Insurance co. etc.
* In Zerochaos Co (now known as Workforce Logiq) my role is to conduct monthly Audit for the Internal Employees of Co (US and India) which are working under different Process in company. Before that my role was as Process Officer under onboarding process of Company Client IBM (India and US). I have to validate contractors and vendors and enroll their Resources. Ensure compliance to master agreement with client Communicate daily to contractors and vendors engaged in the on-boarding process Communicate to hiring manager to the status of their worker’s enrollments Communicate internally with team, managers and account manager via email to resolve problems or advise of possible issues Maintain a high level of personal quality and excellence Organize and maintain personal email inbox and desk space. Also help my other team member in their work. Keep detailed notes on transactions with customer and contractor or vendor. Identifies and resolves problems in a timely manner Gathers and analyzes information skillfully. Manages difficult or emotional customer situations Responds promptly to customer needs Responds to requests for service and assistance Meets commitments. Maintains confidentiality Listens to others without interrupting.
* In the OfficeBecon My role is data processor (Purchase Order Entry) and accuracy in this Company as per their work flow of order was 90 % P.M. It’s based on Quality of order processing. In the above company my working ability is minimum 12 hours. We have to work there in night shifts. I have showed my work ability at their minimum 12 hours in continues for the 4 months this is because of workflow of in that company.
* In the CA firm My Job was to liaison with clients, providing consultancy on matters relating to e-filing of TDS Returns, PAN, and TAN, also handling matters relating to e-filing of TDS of 50+ Government clients and other private agencies, also maintained Data base of System of Centre, and also handling of correspondence and routine office secretarial work. Of CA firm Rashmi Jain and Associates and the TIN Facilitation Centre.

**Computer Proficiency:-**

* Basic Knowledge of Computer in OS Windows 98, Windows XP, MS Office Word, Excel (2003, 2007.2010).

**Languages Known**:

|  |  |  |  |
| --- | --- | --- | --- |
| Languages | Read | Write | Speak |
| English | Well | Well | Well |
| Hindi | Well | Well | Well |
| Gujarat | Well | Well | Well |

**Personal Details:-**

Name : **BHAVIK VIPULBHAI CHHAYA**

Date of Birth : 28th May, 1983

Father’s Name : Vipulbhai Anuraibhai Chhaya

Sex : Male

Marital Status : Unmarried

Mother Tongue : Gujarati

Language Known : English, Hindi, Gujarati

Nationality : Indian

Hobbies : Traveling, Music, Cricket

Current CTC : RS. 27,000/- P.M On hand.

I do hereby confirm that the information given in this document is true to the best of my knowledge and belief.

Place : Ahmedabad

Date : 30.01.2024

Signature.