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| **PRASHANT RASIKBHAI PATEL**  **Permanent Address**  C/66, Ishwerkrupa So., **Contact no. : +91-869-000-7900**  Arbuda Nagar, **Email id : prashant3048@hotmail.com**  Rajendra Park Road,  Nr. Chaganbhai’sWadi,  Odhav, N.H.no.-8  Ahmedabad-382 415  Gujarat. | |
| **Objective**  **Academics**   * **Post-Graduation** * **Graduation** * **High School**   **Computer Literacy**  **Strengths**  **Hobbies**  **Study Reports**  **Work experience**  **Personal details** | To gain in-depth and up-to-date knowledge of Management in growth oriented organization especially in EXIM center.  **Master of Business Administration[specialized in Finance]**  Passed in 2010-11 with CPI [Cumulative Performance Index] = 7.12/10.00  KJ Institute Of Management,  Gujarat Technological University,  Mahesana.  **Post Graduate Diploma In Investment & Financial Analyst with 63% in year 2009.**  Gujarat university  Ahmedabad.  **BBA with 62 % in year 2008**  B.W.T. Institute Of Business Administration  Gujarat University  Ahmedabad  **12th Board (GSEB): Completed in year 2005 with 71%**  **10th Board (GSEB): Completed in year 2003 with 68.14%**  A.S.Vidhyalaya  Ahmedabad  Proficient or familiar with a vast array of computer software, concepts and technologies, including:   * Proficient Knowledge About Microsoft OS, DOS, and other relatively software * Proficient in Microsoft based office software word, excel, powerpoint, * Having Excellent Knowledge About Adobe Page maker, photoshop, and coral draw, * Prima facie Knowledge in Tally at all Version * Moderate in flash, html * Good Grasping power & easy to cope up with new environment * Easy to Fit with New Technology or Software adopted by Company * Good functional skills * Proficient in documentation * Hardworking and trustworthy * Like to read books on **INFORMATION TECHNOLOGY** * Like to read books on **MANAGEMENT** Like to **SURF THE INTERNET AND GET STUFF THAT ADDS VALUE IN MY KNOWLEDGE** * **PHOTOGRAPHY**   **DURING MBA**   * **“A STUDY OF INVESTOR’S PREFERENCE TOWARDS VARIOUS INVESTMENT AVENUES IN CAPITAL MARKET WITH SPECIAL REFERENCE TO DERIVATIVES IN AHMEDABAD”** as Comprehensive Project In forth semester (Grand Project) * **“A COUNTRY ANALYSIS OF MALAYSIA FOR STARTING UP RESTAURANT: MAMA’S RECIPE”**  to get the depth practical aspect of international business * **“AN ANALYSIS OF EFFICIENCY OF ICICI, KOTAK & SBI BANK BY CAMEL MODEL”** during Third Semester. * A Report on **FOREIGN EXCHANGE & RISK MANAGEMENT WITH SPECIAL REFERENCE TO SHAH INVESTORS** as a Summer Internship Program (SIP)   **DURING PG DIPLOMA IN INVESTMENT & FINANCIAL ANALYSIS**   * A Report on **INDUSTRIAL SICKNESS AND REHABILITATION** during PG Diploma in investment and financial analysis.   **DURING BBA**   * A Report on **ANALYSIS OF MARKETING STRATEGY OF INDIAN FILM INDUSTRY** during third year of BBA. * Marketing Report on **DIVYA BHASKAR LTD.** during Second Year of BBA. * Financial Report on **BAJAJ AUTO LTD.** during Second Year of BBA. * An industrial Report On **ASHIMA TEXTILE LTD.** during first year of BBA. * Continuing services at **KAPASI HANDICRAFTS EMPORIUM** as **Sr. Export Executive** since **24th June 2011** caring the task with responsibility like:   + Pre-shipment Documentation for the export like   Purchase order,  Performa invoice,  Export Invoice & Packing List  SDF | EVD | SLI for the shipment   * + Corresponding with CHA and Shipping lines   + Post shipment Documentation like   ACD – Advance Cargo Declaration for USA  BL Draft Checkup  Shipping Instruction from Shipping Line  SOB Confirmation  Original BL Issuance  Duty Drawback Follow-ups   * + Issuing Marine Insurance of every FCL and LCL shipments   + Correspondence with Bank for   Lodge Export Documents once Shipment Done  Further handover docs to Consignee for D/A shipment  TT Payment follow-ups once payment proceed  Get Rate for the Remittance from Bank RM  BRC issuance  Issue PCFC credit loan against purchase order   * + Handover Export related documents to Account department   + Focus Market Benefit Follow-ups from Agent And CHA   + Client order follow up and maintenance   + Client Inquire Handling and converting in to order   + Purchase and Procurement of the Materials. * Worked As **OFFICE ASSISTANT** in Export unit of **KAPASI HANDICRAFT EMPORIUM** From June 2008 – February 2009 [9 months]   Date of Birth : 23rd June 1988  Fathers Name : Rasikbhai Gogjibhai Patel  Occupation : Having Textile Business (JAGRUTI TEXTILES)  Gender : Male  Marital Status : Married  Language Known : Gujarati (Native), English, Hindi |

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| **Declaration** | I hereby declare that the above-mentioned information is true to the best of my knowledge and I bear the responsibility of its correctness. |

**PRASHANT R. PATEL**

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