**SAURABHKUMAR SHAH**

**Mobile: +917567112755 E-mails ID: sshah5021@gmail.com**

**Professional Synopsis:**

* Budding Professional M.Sc Management from Leeds Metropolitian University, UK.
* Recently associated with HMRC (HM Revenue and Customs) as a Administrator professional administrative support with versatile office management skills.
* Self motivated with the talent to engage people in conversation and counsel them. Possess good communication, leadership and analytical abilities.

**Professional Experience:**

**HMRC (HM Revenue and Customs) Administrator**

**Jan’12-Dec’12**

* Analysing data from a variety of sources to identify and resolve exceptions in an accurate and timely manner.
* Reconciling overpayment paid to employers.
* Responding to incoming e-mail and telephone queries from both internal and external parties, resolving routine queries and escalating more complex queries to the Team Leaders or Portfolio Co-ordinators when appropriate.
* Created automated daily statistic report that reduced inaccuracies and provided management with an important decision-making tool.
* Assisting with general administrative duties including handling more complex queries and issues.

**G4S Utility Service Management Portfolio Administrator**

**Sep’11-Jan’12**

* Using a variety of both industry-specific and general software packages to update accounts and processing data in compliance with customer and/or industry timescales.
* Compiling and processing information relating to meter worker/meter reader field activities in order to update customers of site visit outcomes.
* Escalating issues surrounding missing/incomplete data, either to relevant internal parties, by liaising directly with external customers or agents.
* Undertaking general administrative duties within head office to support the company’s business-as-usual activities, and assisting with ad hoc project work when required.

**Manibhadra Industries Asst. Procurement Manager**

**May’08-Jan’09**

* Production of annual budgets and quarterly forecasts, ad hoc scenario analysis and support production of monthly Board reports.
* Critically reviewing results for presentation to management, articulating in financial terms risks and opportunities against budget for use by Management Committee in assessing future profitability.
* During work experiences, ensuring clear & concise communication to suppliers, Ensured a consistently positive supplier experience.
* Developed leadership skills, time management and functioned such as primary liaison to clients.
* In a mean time became a trusted assistant to the company president, executive staff and earned a reputation for maintaining a positive attitude and producing high-quality work.

**Thesis:**

* **Impact of Over Prescribing Antibiotics on General Public Health by using SPSS software.**

A research project for my final dissertation at the university. The project vastly covered about the facts and figures about the small and medium industry (SME). More than 100 participants taken for a personal & business related research to identify the real facts that they experiencing in their field of business.

* **Manufacturing Process of Dry Syrup at Wockhardt Pharmaceutical Ltd.**

**Skills & Expertise:**

Management Business Strategy

Management Consulting Strategy

Operation Management Procurement

SPSS Qualitative Research

**Knowledge:**

Data Administration Quality Management

Operation Strategy Business Management

**Education & Qualification:**

**M.Sc Management from Leeds Metropolitian University,UK with First Class.**

**B.Pharmacy from University of Pune,India with First Class.**

**Personal Dossier:**

Date of Birth: 07/12/1986

Linguistic abilities: English (UK),Gujarati,Hindi,Marathi

Permanent Address: A/7 Pranav Nagar-1,Tornav Mata Road,Borsad-388540

Saurabhkumar Shah