# CAREER OBJECTIVE:-

* **Seeking a Job In Marketing & Back Office work, Where I can Execute it with all the Responsibilities to the Very best of My Ability with a Desire to Grow Along with a Progressive Organization.**

# CAREER SNAPSHOT

* 3**.1 YEARS EXPERIENCE IN MARKETING & BACK OFFICE WORK.**
* **HIGHLY DEVELOP INTERPERSONAL SKILLS.**
* **SELF MOTIVATED WITH THE ABILITY TO COORDINATE DAILY OFFICE FUNCTIONS**
* **KNOWLEDGE OF COMPUTER OPERATION**
* **PEOPLE MANAGEMENT SKILLS.**
* **POSITIVE ATTITUDE**
* **WILLING TO LERN NEW FUNCTIONS AND RESPONSIBILITIES**

# PROFESSIONAL EXPERIENCE

|  |  |  |
| --- | --- | --- |
| **NIVIDH IMPORT & EXPORT CO. BUJUMBURA BURUNDI EAST AFFRICA** | **A EXUCUTIVE ASSISTANCE & CUM MARKETING** | **JULY-2013- TILL DATE APRIL- 2014** |
| **AKHANDJYOT ENERGY & POWER PRODUCTS** | **A EXUCUTIVE ASSISTANCE & CUM MARKETING** | **MAY-2014 TILL DATE JUNE-2015** |
| **CADILLAC / SARL IN CONGO BUKAVU EAST AFFRICA** | **A EXUCUTIVE ASSISTANCE & CUM MARKETING** | **JULY-2015 TO AUGUEST-2016** |
| **WEALTH FIRST PORTFOLIO MANAGEMENT SERVICES** | **AS A FINANCIAL ADVISOR & CUM MARKETING** | **RUNNING** |

# PROFESSIONAL SUMMERY

* AS A EXUCUTIVE ASSISTANCE & CUM MARKETING IN **NIVIDH IMPORT & EXPORT COMPANY (GOLD BULLIEN).BUJUMBURA BURUNDI EAST AFFRICA** FOR 1 YEAR EXPERIENCE.
* AS A EXUCUTIVE ASSISTANC & CUM MARKETING IN **AKHANDJYOT ENERGY & POWER PRODUCTS CO**. FOR 1 YEAR EXPERIENCE
* AS A EXUCUTIVE ASSISTANCE & CUM MARKETING IN **CADILLAC / SARL COMPANY.CONGO BUKAVU EAST AFFRICA** FOR 1 YEAR EXPERIENCE
* NOW RUNNING AS A FINANCIAL ADVISOR & CUM MARKETING IN **WEALTH FIRST PORTFOLIO MANAGEMENT SERVICES**

##### EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/Examination** | **Board/University/Institute** | **Branch/Stream** | **Passing Year** | **Percentage** |
| B.COM | GUJARAT UNIVERSITY,  NATIONAL COLLEGE OF COMMERCE | COMMERCE | 2012 | Second Class |
| CS INTER FIRST | INSTITUTE OF COMPANY SECRETORY OF INDIA | COMPANY SECRETORY | 2013 |  |

# PERSONAL DETAILS

|  |  |
| --- | --- |
| Date of Birth | 23rd  February 1991 |
| **Gender** | Male |
| **Address** | N-4,Suvarna Appartment Ranip, Ahmedabad, Gujarat |
| **Language Known** | English, Hindi, Gujarati , Kiswahili( East African Language) |
| **Email ID** | [**Vatsal7273@gmail.com**](mailto:Vatsal7273@gmail.com) |
| **Phone** | +91 9898020690 |

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

**Vatsal V Panchal**