**RESUME**

**VISHNU BAROT**

D-102, Panchvati Residency,

Near New Parag Highschool,

Kathvada Road, New Naroda,

Ahmedabad-382330.

Phone (M): 9586038438 Email: vishnubarot61@gmail.com

**CAREER OBJECTIVE**

I am looking forward to work in an environment where my knowledge, experience as well as educational qualifications are utilized for the benefit of the organization. I would like to give my dedicated efforts towards the growth and development of the organization I work for.

**EDUCATIONAL QUALIFICATION**

B.B.A form H.K.M BBA COLLEGE, HIMATNAGAR with 55 % (2013).

HSC from GHSEB with 62.14 % (2010).

SSC from GSEB with 65 % (2008).

**COMPUTER SKILLS**

Windows XP, Windows 7, Tally ERP 9.

MS Office (Word, Excel, Outlook, Power point)

Internet

**Work Experience**

Employer: Unicity Health Pvt Ltd (Ahmedabad)

Designation: Customer Service Executive

Experience: 9 Months (Joining Date: JUNE 2021)

**Roles & Responsibilities with Unicity Health Pvt Ltd**

Reconciliation & Check of Physical Stocks on Daily Basis.

Maintain Track Sheet & Hard Copies for Pending /Received/Delivered of Promotional Products on Daily Basis.

Maintain Track Sheet & Hard Copies for Outward/Inward/Damaged/Replaced of Physical Stocks with Details on Daily Basis.

Make Calls for Pending Promotional Offers Products/Packs of Distributors.

Warehouse Operation (Shift wise). Maintain Shipment File Accordingly.

**Work Experience**

Employer: Axis Bank (Ahmedabad)

Designation: Sales Officer

Experience: 1 years (Joining Date: OCT 2019)

**Roles & Responsibilities with Axis**

Make Calls to customer and Process Product Sales.

Do Documentations for Customers and mail to Team Leader.

Maintain Database and take Follow up Accordingly.

Opening Saving And Current Account.

Answering Phone Calls.

To resolve customer queries on calls, make Reports on Daily Basis and forwarded mail to seniors.

**Work Experience**

Employer: U.N.Mehta Civil Hospital (Ahmedabad)

Designation: Utility Supervisor

Experience: 6 years (Joining Date: SEP 2013)

**Roles & Responsibilities with U.N.MEHTA**

To handle more than 300 staff of Utility Department.

To check whether all the staff allocated in their areas present on duty.

Looking the recruitment of utility staff and their training.

Responsible for the making duty roster of servant staff.

Responsible for patient transportation from ward to ward.

To take the briefing of staffs.

To Co-ordinate with Chief Supervisor and Staff.

**PERSONAL SKILLS**

Highly motivated, result oriented, ambitious, innovative

Ability to work in a team

Ability and willingness to learn

Punctual and Disciplined

Quick grasping capacity

Highly Committed & optimistic

**PERSONAL DETAILS**

Date of birth: 13.09.1993

Age: 28 Years

Marital Status: Unmarried.

Language Known: English, Hindi, Gujarati

**DECLARATION**

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

**Place**: Ahmedabad.

**VISHNU BAROT**