**Jaimin Bhatt**

A/5,

JAY SURYA NAGAR SOC,

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NIKOL

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**: 9601149700**

# *OBJECTIVE*

To learn and function effectively in an organization and be able to deliver to the bottom-line. To constantly upgrade my knowledge and skills and make a difference in whatever I do.

# *QUALIFICATION PROFILE*

## 

**2013 B.Com** from

**Gujarat University** and secured qualified result

**2006 XII PASSED with 71.86% from** Gujarat High Secondary Board.

and secured qualified result

**2004 X PASSED with 69% from GHSEB**

**2014 MBA is running**

# *EXPERIENCE PROFILE*

1. **Company or firm:- NOKIA PRIORITY**

**Duration:-** From October 07 TO March 08

**Function Area:**- Sales & Business Development

**Job Profile:**- Sales Executive of Mobiles

**Generate sales**

**Delivery & payment follow-up**

**After Sales Support**

1. **Company or firm:-MOBILE NXT**

**Duration:-** From April 2007 TO January 2009

**Function Area:**- Sales & Business Development

**Job Profile:**- General Sales of Mobiles & Retail Counter Also

**Production Promotion**

**Delivery & payment follow-up**

**Relationship management**

**After Sales Support**

1. **Company or firm:- Magus Customer Dialog Private Limited**

**Duration:-** From February 2009 TO June 2009

**Function Area:**- Customer Service Associate

**Job Profile:**- Satisfy Customer

**Solve Customer’s problem or Queries**

**CRM Tagging**

**Entry Conversation between Customer and us**

1. **School:- Jems International School**

**Duration:-** From August 2009 TO April 2011

**Function Area:**- Worked as a teacher

1. **KGK DIAMONDS (I). PRIVATE LIMITED (BANSHI DIAMOND)** As **Assitant Accountant** from **3 years**.

* Experience in all aspects of financial reporting including: Preparation of financial Statements, Cash flow analysis, payroll, personal account, inventory control, internal accounting control, HR and Costing related work Preparation, TDS and VAT Reports.
* Skilled in office administration and staff training, excellent communicator with ability to cultivate professional relationships.
* Handle all HR related work here.Prepare all data which is necessary for salary and our costing.I can work in tally also.I have good enough knowledge about computer,and very well know M.S.Office.
* Fill up new Employee form and maintain its file properly.
* Give ID card to the Employee.
* Take Back up properly all official work.
* Maintain attendance and punching data of Employees
* Prepare Salary with the help of punching data.
* Prepare GRN,Voucher,Advance slip of Employee
* Daily production Entry in Wages software system
* Prepare costing data properly like depreciation of assets
* Prepare MIS report,Inventory,production

1. **Company or firm:- Addeco India Pvt Ltd\Vodafone West Ltd**

**Duration :- 28-Feb-2015 to 31-Dec-2016**

**Function Area:**- **Cashier/CIA**

**Job Profile:**- **Cash Management**,

**Customer Service**

**Relationship management**

**After Sales Support**

1. **Company or firm:- Genius Consultancy Ltd**

**Duration :- 01-Jan-2016 to Currently working**

**Function Area:**- **Store Manager**

**Customer Service**

**Relationship management**

**After Sales Support**

# *PERSONAL SKILLS*

* Software : Tally ERP-9, EXCEL,MS office, Other Accounting

Software.

* Area of interest : Finance,HR,Manager,Operation Research

# *PERSONAL INFORMATION*

* Date of Birth : 29th April 1989
* Gender : Male
* Father name : Vinod kumar Bhatt
* Father`s Occupation : Own Business
* Mother tongue : Gujarati
* Nationality : Indian
* Marital Status : Married
* Languages : Englih,Gujarati,Hindi

# *LEISURE INTERESTS*

* Listening to music.
* Reading new updates relating field.
* Watching & Playing cricket

# *DECLARATION*

I do hereby declare that the particulars of information and facts stated above are true, correct and complete to the best of my knowledge and belief.

**PLACE**: Ahmedabad **JAIMIN BHATT**