**Curriculum Vitae**

**VIJAY H. PARMAR.**

**15/9,**

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**Shastrinagar,**

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**Ahmadabad, 380 024.**

**Gujarat.**

**Objective**

To add value to the success of organization by applying experience, knowledge and personal strengths, while at the same time expanding my knowledge and working as a team and become valuable team member.

**Attitude**

* Positive outlook.
* Problem solving.

**Skills**

* Good at developing & nurturing relationship.
* Problem solving skill.

**Resume Summary**

* Professional qualification in Management Integrated System (MIS).
* Professional experience in Office Administrator.
* Professional experience in Industrial, NGO, Government Project.

**Academic Graph**

* B.COM from Gujarat University with Advance Accountancy & Statistics (2001).
* Cleared ADSAP (Advance Software Diploma in Computer Application & Programing) in 2002-2003 (B+).
* Cleared CCC in 2005.
* Cleared Typing GCC Exam in 2003 (40 wpm)

**Personal Information**

**D.O.B.**                                          : 15-08-80

**Gender**                                     : Male.

**Marital Status**                             : Married

**Linguistic Proficiency**                : Gujarati, Hindi, English.

**Hobbies**                                        : Learning new things, Traveling & building new Relationship.

**State of Domicile** : Gujarat.

**EXPERIENCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period**  **(From – To) Month/Yr.** | **Name & Address of Employers** | **Position** | **Starting Salary** | **Leaving Salary** | **Reasons for leaving** |
| 16-07-2015 to till now | Edujobs Academy Pvt. Ltd (2COMS PVT Ltd) | MIS & Quality Coordinator (DDUGKY, GULM, NSDC STAR) | 18000/- | - | Opportunity to work with well-known structured organization. |
| 17.03.2014 To 31-03-2015 | Shilpi Foundation | MIS Coordinator & Project Executive (NSDC “STAR”) | 12000/- | 15000/- | Opportunity to work with well-known structured organization. |
| 07.06.2013 To 15.02.2014 | Vikalp Square Estate | Asst. Accountant | 11000 | 11500 | Opportunity to work with well-known structured organization. |
| 09.02.2009 To 10.06.2013 | Saath Charitable Trust | Center Coordinator | 8000 | 10000 | Growth in position & Financial |
| 01.06.2007 To 30.07.2008 | Aide et Action | Center Coordinator | 6000 | 7000 | Found growth in career |

**Eight Years’ Experience in MIS & Office Admin**

**Designation: MIS & Office Admin Executive.**

**Responsibilities:**

* Implementation and ongoing maintenance of all office policies and procedures.
* Scheduling of office volunteers in a timely manner to ensure appropriate coverage to assist staff and daily operation of organization
* Manage and order supplies within the budget guidelines of the organization.
* Provide guidance and expertise to staff and volunteers in resolving care receiver problems or concerns.
* Develop, implement and conduct office staff and office volunteers training meetings as needed.
* Design and implement staff communications programs in order to ensure ongoing, positive up and down communications throughout the organization.
* Delegate responsibility to appropriate staff and volunteers to ensure that the day-to-day functions and assigned projects are carried out. Personally manage the staff & volunteers who are responsible for the specific tasks, assignments, programs & events.
* Encouraging the growth and assisting in the evaluation process of the staff.
* Responsible to the Executive Director to provide assistance in the grant process.
* Records management.
* Office Co-ordination.
* General Administration.
* Invoicing, Accounts Receivable.
* Payroll.
* Management Reporting.
* Project Administration.
* Marketing Administration.
* Administrative Support to Management Team.
* Proficiency with MS Office Products.

**Word, Excel, Outlook, PowerPoint.**

* **Familiarity with bookkeeping / accounting With Tally.**
* Strong organizational, interpersonal and time management skills.
* Ability to multi task.
* Flexibility / adaptability.
* Supervise the Staff and Office Volunteers.

**Workshop attended.**

* Class of superstition
* Computer Hardware & Networking
* Personality development classes
* Leadership
* Decision making

**Declaration**

I hereby declare that the information furnished by me is complete & true to the best of my knowledge.

**Date: 10-02-16**

**Place:** Ahmedabad            **(Vijay Parmar)**