

# Vijay Koshti

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Address : Maninagar,380008

## CAREER OBJECTIVE

To work with best of my abilities and skills in order to benefit my organization also to be better other in this competitive Time an influential position in the organization.

## SKILLS

Communication

Adaptability

Teamwork

Quick Learner

## EXPERIENCE

### **Analytix Business Solutions Pvt Ltd.**

Client Service Executive | 06 Dec,2022 – Present

- Managing their document processing
- Creating sales order and managing existing sales orders
- Follow up for Payments
- Pre-Authorization for Procedures

Degree/Course	Institute/ College	University/ Board	Percentage/ CGPA	Year of Passing
B.com	Shree Sahjanand	Gujarat University	7.07	2022
HSC	Raja bhagat HighSchool	Gujarat Board	74%	2019
SSC	Raja bhagat HighSchool	Gujarat Board	70 %	2017

## Languages

English

Hindi

Gujarati

## Hobbies

Playing Sports

## **Technical Skills**

Basic Computer Knowledge

MS Office

Tally ERP 9

## **PERSONAL DETAILS**

Date of Birth 03/11/2001

Gender Male

Nationality Indian

Marital Status Single

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Vijay Koshti