
HIREN VIJAYKUMAR BHAVSAR

14-B, Bhimnath Row House, Opp. Smashan, Ambaji para, Mehsana-1 Gujarat
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PERSONAL DETAILS

- Date of Birth : 27/05/2001
- Marital Status : Single
- Nationality : Indian

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

05/04/2021 -
31/03/2023

- **Office assistant**
KHYATI CONSTRUCTION CO.

Provided administrative support to the construction company's office, ensuring smooth day-to-day operations.

Carefully review the tender document to understand the specific requirements and evaluation criteria for the project. Pay close attention to the desired experience, qualifications, and skills mentioned.

Managed the front desk, greeting visitors and directing calls and inquiries to the appropriate departments. Scheduled and coordinated meetings, appointments, and travel arrangements for the management team.

Assisted with procurement activities, including researching vendors, obtaining quotes, and placing orders for office supplies and equipment.

Handled incoming and outgoing mail and packages, ensuring timely distribution and delivery.

Prepared and processed invoices, purchase orders, and expense reports using accounting software. Assisted with payroll administration, maintaining employee records and ensuring accuracy and compliance. Assisted with the preparation of project proposals, contracts, and other documentation as needed.

Assisted in the preparation of reports and presentations for management, utilizing software applications such as Microsoft Office Suite.

EDUCATION

2023

- **Shree V.R.Patel College Of Commerce**
Masters of Commerce
72.9

2021

- **Shree V.R.Patel College Of Commerce**
Bachelor of Commerce
78.125

2018

- **Shree para higher secondary school**
H.S.C.
70.42%

2016

- **Shree para secondary school**
S.S.C.
70.33 %

SKILLS

- Proficient in using office software applications, including Microsoft Office Suite and accounting software.
- Excellent verbal and written communication skills to handle a large volume of inbound and outbound calls related to project and onboarding tasks.
- Proficiency in handling various administrative tasks throughout the day to assist team leaders and meet Key Performance Indicators
- Strong problem-solving skills to address issues or challenges that may arise during the onboarding process and provide timely resolutions.
- Capacity for analytical thinking to assess data and metrics related to onboarding and project delivery, identify trends, and propose data-driven improvements.
- Strong interpersonal skills to build relationships with colleagues, stakeholders, and clients, and effectively communicate and collaborate with diverse teams.
- Excellent organizational and time management skills to handle multiple tasks, prioritize responsibilities, and meet deadlines effectively.
- Collaborate effectively with team members, share knowledge and expertise, and contribute to a positive and

- productive team environment.
- Language skill Fluent in English, Hindi and Gujarati

CERTIFICATE

- JIIT (**Jadeshwar Institute Information Technology PVT. LTD.**)
CERTIFICATE COURSE ON COMPUTER CONCEPTS (CCC)
- JIIT (**Jadeshwar Institute Information Technology PVT. LTD.**)
CERTIFICATE COURSE IN ACCOUNTING (TALLY)
- Scope (society for creation of opportunity through proficiency in English)**
CERTIFICATE OF CAMBRIDGE ENGLISH LANGUAGE ASSESSMENT

INTERESTS

- Accounting
- Finance
- Management
- Customer support

LANGUAGES

- GUJARATI
- HINDI
- ENGLISH