

CURRICULUM VITAE



Mobile: +91 97232 02789, 90333 79027

Email: brahmbhatt.kashy27@gmail.com

NAME: KASHYAPKUMAR P BRAHMBHATT

Career objective

To have a growth oriented and challenging career, where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and teamwork.

Academic Qualification

<u>Education</u>	
Tally ERP 9	Grade 'B'
Bachelor of Commerce	From Gujarat University in 2010 with Pass Class
12th – Commerce	From GHSEB in 2007 – 52.86%
10th	From GSHSEB – 2005 – 46.22%

Work Experience:

I worked as **Agency Manager** with **Aditya Birla Sun Life Insurance Company Limited** at Nadiad from **14th September, 2020 to 18th November, 2021**.

I worked as **Computer Operator** with **Sardar Sarovar Punarvasvat Agency (SSPA)** at Vadodara, Ahmedabad and Nadiad, (Outsourcing / Contract base) from **Feb. 2016 to August 2020**.

Sardar Sarovar Punah Vasvat Agency period:

Impression System (P) LTD: 17th Feb., 2016 to 30th June 2019

Prabhu Industries Security Services: 1st July 2019 to 17th August 2020

I worked as **Data Entry Operator** with **Adhaan Solution Pvt. Ltd., Ahmedabad** at Matar, Kheda (Nadiad) (Contract base) from **21st July, 2013 to 20th July, 2014**

Roles and Responsibility as Agency Manager:

- Recruiting, screening & training to new agents.
- Analyzing performance & drawing up action plans
- Establishing strong relationships with staff & clients
- Obeying agency regulations, guidelines & policies, ensuring staff does the same
- Researching current industry/market trends and using knowledge for business improvement

Roles and Responsibility as Data Entry Operator:

- Starts operations by entering various commands in MS office, excel and power point
- Maintains operations by monitoring error for govt. heads and stoppage messages by observations and using fruitful commands
- Maintain data of govt. letters and its records
- Prepare monthly register of attendance as well as inward and outward register
- Maintains client confidence by keeping information confidential

Computer Skills:

Data processing, informing others, reporting skills, productivity confidentiality, documentation skills, knowledge of Ms office, excel and power point.

Achievements and Extra-curricular activities

Inter-college cricket tournament champion player certificate from I V Patel Commerce College, Nadiad

Personal Trait

- Extrovert
- Good Communication skills
- Ability to work under pressure
- Value to people harmony
- Flexible with work
- Loyal and believe in honesty
- Enjoy new variety of work

Hobbies

- Cricket, Volleyball
- Listening Music
- Travelling

Personal Profile

- **Date of Birth:** 2nd July, 1989
- **Gender:** Male
- **Marital Status:** Married
- **Permanent Address:** Near Jain Derasar, Barot Wado, Matar -387530
- **Residential Address:**– C-702, Nexus-4, Near Kokaran Temple, Nadiad–Uttarsanda Road, Nadiad–387001
- **Blood Group:** B –ve
- **Nationality:** Indian
- **Languages Known:** English, Hindi and Gujarati – Read, Write and Speak

I hereby declare that all the details furnished here are true to the best of my knowledge.

Yours Sincerely,

Kashyapkumar Brahmbhatt