

Abhishek Sathvara

Email: abhi.sathvara3150@gmail.com

Mob: (+91) 8469192119

CAREER OBJECTIVE

To seek a challenging career in an organization having the environment that encourages continuous learning and provides exposure of new technologies so as to achieve professional and personal growth in the field of technology.

PROFESSIONAL EXPERIENCE

Innovative Softech Pvt. Ltd.

Company : Innovative Softech Pvt. Ltd.
Role : As Assistant Admin (2 Years 4 Months)

Job Responsibilities:-

- Keeping all Data of Students
- To maintain Reports & Timing schedules
- Manage the filing, storage and security of documents
- Respond to inquiries
- Manage the repair and maintenance of computer and office equipment
- Supervise the lands program
- Supervise customer services and respond to customer inquiries
- Assist with preparation of Bylaws
- Assist with preparation and advertising of contract documents

PROFESSIONAL EXPERIENCE

Vodafone House

Company : Vodafone House
Role : As Admin Executive (1 Year) (NIGHT SHIFT)

Job Responsibilities:-

- Arranging transportation for employees
- Arranging stationary items
- Office maintenance
- Couriers distribution
- Notice board
- For all Housekeeping and Security supervision and also he need to make regular visit to the areas of the organization on regular interventions.

PROFESSIONAL EXPERIENCE

Medusind Solutions

Company : Medusind Solutions
Role : Admin (1 Years) (NIGHT SHIFT)

Job Responsibilities:-

- Arranging transportation for employees
- Couriers distribution
- Manage the filing, storage and security of documents
- Coordinating Incoming and outgoing calls.
- Stationery distribution
- For all Housekeeping and Security supervision and also he need to make regular visit to the areas of the organization on regular interventions.

PROFESSIONAL EXPERIENCE

cFirst Background Checks India Private Limited

Company : cFirst Background Checks India Private Limited
Role : As Admin Sr. Executive (11 Months)

Job Responsibilities:-

- Stationery and other purchase part handling
- Office maintenance
- Couriers distribution
- Manage the repair and maintenance of computer and office equipment
- Manage the filing, storage and security of documents
- Respond to inquiries
- To maintain Reports & Timing schedules
- Travel ticket booking
- Housekeeping day to day role and functions tracking.

PROFESSIONAL EXPERIENCE

Karvy Finance Services Limited

Company : Karvy Finance Services Limited
Role : As Admin Sr. Executive (1 Year)

Job Responsibilities:-

- Stationery and other purchase part handling
- Office maintenance
- Couriers distribution
- Manage the repair and maintenance of computer and office equipment
- Manage the filing, storage and security of documents
- Vendor management
- Tracking petty cash

PROFESSIONAL EXPERIENCE

Medi Assist Insurance TPA Pvt Ltd

Company : Medi Assist Insurance TPA Pvt Ltd
Role : As Admin Sr. Executive (1 Year & Running)

Job Responsibilities:-

- Facility management
- Team management
- Security Management
- Vendor Management
- Purchase and Procurement management
- Deal with local authorities
- Stationary Management
- Courier management
- Travel Management
- Property Management
- Front office management
- Asset management
- AMC management
- Infrastructure Management
- Budget Management
- Utility bill payments
- Various policy create and implement
- Front office management
- Maintain warehouse inventory record with the help of warehouse assistant
- Maintain record of all the files moving into warehouse or outward from warehouse

Skills

- supervisory skills
- team building
- analytical and problem solving skills
- decision making skills
- effective verbal and listening communications skills
- effective written communications skills

TECHNICAL TRAINING

CWS (Centric Web Solution)

Company: CWS
Role: PHP Basic Trainee
Duration: 2 Months

COMPUTER KNOWLEDGE

- Good ability for installing any operating system and adaptability of windows related software
- Good knowledge & skills about computer software.
- Good skills of C, C++, HTML, Java Script, VB Script, PHP

PROFESSIONAL QUALIFICATION

- PGDCA Completed from TCIL-IT with Grade A+

EDUCATIONAL QUALIFICATIONS

Degree	Institute/School	Major and Specialization	Percentage
PGDCA	TCIL-IT	Information Technology	Grade A+
H.S.C	G.H.S.E.B	Commerce	47%
S.S.C	G.S.E.B	NA	71.14%

PERSONAL DETAILS

Name : Abhishek Jitendrabhai Sathvara
Permanent Address : C-1-11, Simandharnagar Flat
Opp.Chhaya Flat,
Ghatlodia,
Ahmedabad -380061
Gender : Male
Marital Status : Single
Date of Birth : 23rd October 1991
Nationality : Indian
Languages Known : English, Hindi, and Gujarati.

DECLARATION

I hereby declare that all the details given above are true to the best of my knowledge and belief.

Regards,
Abhishek Sathvara.