

Kavan Bhansali

Dedicated for the organization and work with sincerity, where my talent could be encouraged and my expertise can positively impact organization productivity and growth. Recognized for my ability to communicate with client and internal team, provide exceptional service and quality of work. Seeking new opportunities for my personal growth.

CONTACT



Address: I-702 Riverside Park, New
Vasna, Ahmedabad, Gujarat-380007



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LANGUAGES

English

Gujarati

Hindi

WORK EXPERIENCE

Sep/22-
Dec/22

Edugo Abroad

Student Counsellor

Tasks:

Follow-up with the student, solving the student queries and handling the registrations. Filing the application forms (University) verifying, them and sending the same to the universities. Maintaining the data of all registered students and their Visa status etc. Counsel students and send them abroad for higher studies.

Jun/21-
Sep/22

cFirst Background Checks LLP

Client Service Executive

Tasks:

Coordinating with clients and internal departments verbally as well as through email. Doing data analysis and data entry on daily basis. Assigning work to the subordinates. Maintain daily productivity and tracker related to data entry. Conducting training sessions for the new joiners.

Feb/18-
Nov/18

Worldwide DMC

Operations Executive

Tasks:

Generating and maintaining sales revenue for the company. Handling operations & Back-office tasks for the company. Taking full responsibilities of customer service & client satisfaction.

EDUCATION

GSEB

S.S.C.: Secondary School Certification & Examination (2015)

GSEB

H.S.C.: Higher Secondary School Certification & Examination (2017)

Panache Academy, Ahmedabad

Diploma: Aviation, Hospitality management & Travel
Tourism (2019)

Gujarat university, Ahmedabad

B.com: Bachelor of Commerce (2020)

SKILLS

- Microsoft office
- Customer Service
- Problem Solving
- Excellent Interpersonal
- Great Adaptability