

# Madhav.K. Bhatt

Ahmedabad, Gujarat

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With a willingness to explore my steps towards the progress would like to implement my knowledge and skills in my work and would aim to be an efficient employee striving for the betterment of the Company and self-development.

## PERSONALITY TRAITS

- Calm and Focused person.
- Quick learner and can adopt working atmosphere easily.
- A self-motivated, organized and goal-oriented.

## Work Experience

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### Associate

Kotak Mahindra Pvt Ltd – Ahmedabad, Gujarat

June 2019 to m a r c h 2 0 2 3

Job Description:-

- Run Case in LOS(Loan Origination System).
- Verified Documents and update in LOS.
- Coordinate with sales and operation department.
- Follow Up with Advocates
- Preparation of MIS for respective department.

### Previous Employment Details:

#### Executive

April 2018 to May 2019

Aishwarya Group – Ahmedabad, Gujarat

#### Sales Executive

Sep 2016 To march 2018

Brand Factory – Ahmedabad, Gujarat

#### Cashier

Feb 2016 to Aug 2016

D mart – Ahmedabad, Gujarat

## Education

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### **B.COM**

Ahmedabad arts & Commerce College – Ahmedabad, Gujarat

March 2015

### **H.S.C in Commerce**

Shree R.R.Dwivedi Secondary & Higher Secondary School – Ahmedabad, Gujarat

March 2012

### **S.S.C**

Shree R.R.Dwivedi Secondary & Higher Secondary School – Ahmedabad, Gujarat

March 2010

## Skills / IT Skills

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- Techno savvy and web friendly person.
- Carries proficiency over computer and can manage data with help of software's like M.S.Office, etc.

### Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.