**Bhavik Modiya**

**bmodiya19@gmail.com**

**91-8460347796**

**APPLYING FOR** Looking opportunities in Finance, Retail Banking& Accounts.

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| **Experience** |  | Trainne, connect to career, alkapuri, vadodara, gujarat 1/5/2017-6/6/2017  -Worked in Human Resource Department.  -Talent acquisition process, employment engagement & data management INTERN, NM Sadguru, water and development foundation 22/10/2018-22/11/2018  -Engagement in rural areas, visits to companies clients, problem solving and suggestion.  -Explored various agricultural products, Such as apiculture. INTERN, SUN PHARMACEUTIALS INDUSTRIES LIMITED, VADODARA, GUJARAT 12/12/2018-12/02/2019  -Formulated and analysis of Baseline Report of villages, coding in excel, R & d  -Conferences with CSR experts and field visits in rural areas. |
| **Education** |  | ADITYA Birla public school, nagda Higher Senior Secondary, Affiliated to CBSE Board, with 72.6% (2014-15)  Senior Secondary, Affiliated to CBSE Board, with70% (2015-17)  **FACULTY OF COMMERCE, THE MAHARAJA SAYAJIRO UNIVERSITY, OF BARODA**  B.com (Honour) in International Trade, with 58.6% (2015-17)  **FACULTY OF SOCIAL WORK, THE MAHARAJA SAYAJIRO UNIVERSITY, OF BARODA**  Diploma in Corporate Social Responsibility, with 70.3% (2018-19) |
| **Technical Skill** |  | Advance Skills in Microsoft Office Suite (Word, Excel, Power point, Access, Outlook). Making Of MIS. |
| **Current JOB** |  | **Kotak Mahindra Bank**, as an Assistant Manager  RPC- Retail Operation  -Acquisition of Quality STP( Straight through Process ) Accounts and Quality Sachet Accounts( Corporate Salary Account)  -Kotak 811& Biometric Digitization Account.  -Well connected with Software such as Finacle, Siebel & Dotnet.  -Complaint towards KYC and all operational risk.  -Ensure timely submission of MIS reports.  -Maintaining good relationship with customers. |
| **DECLARATION** |  | I Hereby Declare that all the information is true, complete & correct to the best of my knowledge and belief. |
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