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| **Gaurav Bhandari**  **Current Address :**  2,Krupa Colony, Daxini society,  Maninagar, Ahmedabad-380008, (Gujarat)    **Mobile :** +919712095170  **E-Mail:**  bhandari38@gmail.com  **Personal Details :**  **Father’s Name :** Vasantbhai Bhandari  **Date of Birth** **:** 25th April 1981  **Gender** **:** Male  **Nationality** **:** Indian  **Marital Status :** Single  **Linguistics :** Hindi, Gujarati, English, Marathi  **Hobbies** **:** Reading, Listening Classical Music, traveling. | Curriculum Vitae  Career Objective   * Ability to work in flexible time and work analytically in a problem-solving skills. * Strong team player & firmly believes in the honesty. * Ability to interact with all levels of management with the strong interpersonal skills   Work Experience   * Worked with GSEC Ltd as an Executive Administration five years in Administration department **From January 2005 to December 2010.** * **Worked with Adani Group (Out Source Roll) Ahmedabad as Senior Executive in Admin Department from Jasssn 2011.** * **Currently working as Executive Admin at dayapar wind project,Kutch Gujarat.Adani Green Energy Ltd.**   Work Responsibilities   * Local Transport Management (car rental etc.) * Timely availability of transport facilities to guest/employees. * Timely availability pool cars / local transport for employees. * Travel (bus, train) and Coordination with hotel bookings * Stationery procurement & consumption monitoring * Stationary, Printing, Xerox & other ancillary admin support management. * To ensure no adverse comment received. * Able to get support from all these bodies at the time of need. * Availability of Guest House to all employees in good conditions. * Availability of Hygienic & quality food for employee and guest * Update Notice board * Planning & Coordinating Events. * Office Management & Coordination. * Maintain Employee Relations. * Organizing Meetings & VC * Various Site Coordination for administration work (Guest House Setup/Vehicle Arrangement). * Hospitality Services * All Admin related different tasks like Transport Management, House Keeping, Repair & Maintenance, Pantry and Canteen operations, New office set up at diff locations all over India. * Coordination with different Govt. Agencies like Labour office for diff. licenses and Collector office etc. * Basic Knowledge of SAP     Academic Qualification   * Standard X (Gujarat Board) from **Swaminarayan School, AHMEDABAD with II class.** * Standard XII (Gujarat Board), from **Swaminarayan School, AHMEDABAD with II class.** * B.Com (Gujarat University) **from Gujarat College Ahmedabad with II class.** |

Computer Proficiency

MS Office - Internet

Language Proficiency

English – Read, Write & Speak

Hindi – Read, Write & Speak

Gujarati – Read, Write & Speak

Marathi -- Read, Write & Speak

Hobbies

Cricket & Badminton

**Reference:**

**Shri.Harin Pathak**

**Ex. Member of Parliament (Ahmedabad East)**

**Ex. Cabinet Minister**

**Govt.Of India**

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**(Gaurav Bhandari)**