**Supporting information**

Qualifications

* I have completed 2nd year Bachelor of Commerce.
* I didn’t complete my full Graduation due to some personal circumstance at home.
* I have completed 12th & 10th Standard from Ahmedabad, Gujarat (India) that is equivalent to GSHEB.
* My bachelor degree in commerce is running in Gujarat University (Ahmedabad)

**Experience**

* In terms of my experience, my majority experience is in as a supervisor in construction.. However, my role requires looking after Sites requirements and supervision. I have handled a group of sites at a same time. Communicate with site in charge and understand their requirements. I have managed to speak to my clients and understand their requirement and provide an excellent service by understanding their needs, listening to them what they require and deliver those services. I have received a couple of times a best colleague award and promoted within my company.
* In terms of Healthcare Assistant (HCA) role, I do not have any experience however I was supporting my grandfather when he was ill and in totally bed rest. The following support I was giving to him. Perform the basic checks of temperature and blood pressure.
* Helping the patient (Grandfather) become comfortable
* Communicating with the patient.
* Encouraging them by building a positivity relationship.
* Providing Care all type of patient from child to older people.
* Evidently, people belonging to an older age group require much more care and support which I was supporting to my grandfather for e.g. Assuring comfort to him, Helping them walk by giving support, Help the patients (grandfather) in eating food, I know there are more to this, but I am willing to learn and educate myself.
* I am open to take any training to support myself.
* Administrating medication to him

**Following Skills I have:**

* Ability to work under instruction from my manager with directs supervision and support colleagues. Basic IT Skills Ability to demonstrate Care and Compassion and Commitment to/for patients and carers Patients come first.
* Following Company's Value's and behaviour
* Can adapt Heath and Safety law as well as Care Quality Commission guidelines that are the key governing body in UK and all the healthcare industry has to follow their guidelines.
* I have good leadership skills.
* I can work on my own without direct supervision.
* I am a team player. Special Aptitudes
  + I am able to demonstrate the core competencies in promoting equality and valuing diversity that enables me to:
  + Treat Colleagues, managers, visitors and others with respect.
  + Handle enquiries from a diverse client group via email, telephone or visits to the HR Department.
  + Recognize the concepts of ethnicity and culture. Interpersonal Skills

• I have excellent interpersonal and communication skills with employees, line managers, job applicants, etc at all levels as well as excellent telephone manners and have the ability to take accurate messages and relay them promptly to the relevant person, together with excellent negotiating skills.

• I am able to provide a customer focused quality service which meets the customer needs, together with able to demonstrate a high-quality focused attitude to service provision by following

**Note:** I will require a Sponsorship. Please help and support to me so I can progress myself but can be an asset of your company too.

**DARJI SMIT RAJESHBHAI** .

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**CAREER OBJECTIVE**

To obtain bright position in organization by using all my skills, knowledge and attitude want to use all that characteristics to prove myself as a dynamic professional with organization and I would like to enhance my skills and knowledge with working a contributing towards the goals of organization I am working with.

**QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Degree | Board / University | Passing Year | Result |
| S.S.C (10th Std) | GSHSEB | 2016 | 69.00% |
| H.S.C (12th Std) | GSHSEB | 2018 | 56.00% |
| B.Com | Gujarat University | - | Running |

**IELTS SCORE**

Overall band score **: 5 bands**

**Computer knowledge**

* Basic
* CCC

**WORK EXPERIENCE**

* Worked in Tech Mahindra as a CCE for 1 year.
* Nowadays working with construction company named R.P.BUILDER as a supervisor for last three year.

**STRENGTHS:**

* Excellent Communication Skill.
* Good analytic skill to solve the problem efficiently.
* Hard working, Eager to know about new things, Confidence, Positive Attitude.

**PERSONAL DETAILS**

* Languages Known : English, Hindi & Gujarati
* Nationality : Indian
* Hobbies : Travel, Sports, Music