**Vijay R Shah Email:Vijayshah7663@gmail.com**

**G-7/83, Shivam Apartment Mo. No: +91 9974409697**

**Akhbar Nagar, Nava Vadaj**

**Ahmedabad-380013**

**Gujarat**

**Vijay R Shah**

**Objective:-**

To obtain a challenging job in conductive atmosphere that would provide an opportunity for advancement within the firm and put my abilities to test.

**Education Qualification:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education** | **UNIVERSITY** | **Year** | **%** | **DESCRIPTION** |
| S.S.C | G.S.E.B. | 2004 | 48.00% | Pass |
| H.S.C | G.H.S.E.B | 2006 | 52.00% | Pass |
| T.Y.B.Com | Gujarat University | 2012 | 45.00% | Pass |

**Technical Qualification:-**

Hardcore familiar with [Window-98, MS-Office (Word, Excel, Power Point)]

Internet, Email, Occupied GRADE A+ in September 2004

**Previous Job Profile**

* Company : - A.Menarini India private Limited.
* Designation : - Project Officer
* Profile : - Sales coordinator
* Duration : - 10-Oct-08 to 10-Jan-2014

**Responsibilities**

* Handling a CSO project GSKCH
* Handling responsibilities of almost for 225 person
* Preparing all MIS reports, Sales analytical reports, Incentive, presentation to BUH
* Checking all travelling expense for specified zones
* Conducting induction training for all new joinees FF
* Coordinating with HR, personnel, finance team on time to time basis
* Handling all admin work i.e.-visiting cards, bags, visual aid for FF

**Current Job Profile**

* Company : - DB CORP LTD(Radio Division)
* Designation : - Executive Assistant
* Profile : - Sales coordinator
* Duration : - 24-Mar-2014

**Responsibilities**

* Preparing all MIS reports, Sales analytical reports, Incentive, presentation to BUH
* Coordinating with HR, personnel, finance team on time to time basis.

**Personal Details**

Date of Birth : - January 16, 1988

Father’s Name : - Shri, Ramesh Bhai D Shah.

Languages Known : - English, Hindi, Gujarati,

Nationality : - Indian

Marital Status : - Unmarried

**Place** – Ahmadabad **Date** -