

TUSHAR J BHATT

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Professional Summary

To associate myself with a dynamic organization enables me to optimize my skills, knowledge and the ability to work as a team, aiming in the development of myself and that of the company.

Skills

Data Entry

Fast Learner

- [Number] WPM typing speed

- Flexible
- Database management

Certifications

Tushar J Bhatt

DOB : 12.11.1993

Gender : Male

Father Name : Jitendra G Bhatt

Mother Name : Deepika J Bhatt

Nationality : Indian

Languages Known : English , Hindi , Tamil , Gujarati

Contact No : 9710725389 / 8825799304

Work History

Administrative Assistant, 04/2015

Ionbond Coatings Pvt Ltd – Chennai, Tamilnadu

- My role was to update data entry and day to day work lists & Banking activities from 2015 to Present with having responsibility of updating accounting entries in Tally.

Administrative Assistant, 05/2012 to 09/2013

Grand Eximcon – Chennai, Tamilnadu

Maintaining banking activities and other admin activities related to import & export

Education

B.com: 2014

- UNIVERSITY :

Bachelor of Arts: B.Com (Corporate Secretaryship), 2014

DG Vaishnav College - Chennai, TN, India

Matric:

Associate of Arts: Commerce, 2011

Seetha Kingston House Matriculation Higher Secondary School - Chennai, TN, India

Personal Information

- Sex & Marital Status: Male & UnMarried
- Age & DOB: 23 years, 12th November 1993.
- Nationality / Citizen: Indian
- Relocation: Willingness to relocate both Domestic and International

Hobbies

Watching Movies , Playing Cricket & Hanging out with friends

Declaration

I hereby declare that the above information is true to my knowledge