

BHAVSAR VISHESH JAYESHBHAI

Dhoraji Road, Kadva Patidar Seva Samaj, Patel Nagar , Yanktesk Park Jetpur Gujarat
7990394042 | visheshbhavsar5@gmail.com



CAREER OBJECTIVE

To secure a challenging position that utilizes my years of experience, while allowing me the opportunity to grow professionally.

EDUCATION

- **Saurashtra University**
BBA
2016
2018
- **HSC**
G.S.E.B
48.85%
2015
- **SSC**
G.S.E.B
59%
2013

EXPERIENCE

- **Jay Chem Tax Pvt Ltd** 01/01/2017 - 01/07/2019
Front Office Manager
Handles bookkeeping for office-related income and expenses.
- **Sbi Life Insurance Co.Ltd** 18/07/2019 - 01/08/2021
Insurance Advisor
Create new products for clients and Maintain customer satisfaction.
- **Reliance SMSL Limited** 07/08/2021 - 17/11/2021
Coustomer service Associate
Giving detailed explanations of services or products And Working with a sales team to create better methods to address customer complaints.
- **Vandana Processor Pvt Ltd** 01/12/2021 - 31/08/2022
Account assistant & Cashier
Biling services
Stock Register Day to Day report
Company Labour worker Expenses Data Entry

TECHNICAL SKILLS

- TALLY
- ITBC
- BCC
- MS OFFICE

ACHIEVEMENTS & AWARDS

- Sbi Life Insurance Awards and certificate

PERSONAL PROFILE

- Date of Birth : 22/12/1996
- Marital Status : Single
- Nationality : Indian
- Known Languages : Gujarati Hindi and English
- Hobby : Playing Football, Swimming, Cricket.
- Pasport : No
- Driving Licence : Yes
- Adharcard : Yes
- Pancard : Yes

PERSONAL STRENGTHS

Communication,
Teamwork,
Leadership,
Creativity,
Customer service.

INTERESTS

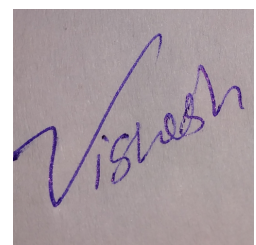
- Front Office Manager, Dispatch Department, Account Assistant, Coustomer Service, Sales & Marketing

ACTIVITIES

- Time Management, Problem Solving, Study skills.

DECLARATION

"I solemnly declare that particulars of information and facts in the resume are complete and correct and I take full responsibility for the accuracy of the information."

A handwritten signature in blue ink, appearing to read 'Vishesh', is written on a light-colored rectangular piece of paper.

BHAVSAR VISHESH JAYESHBHAI