

# BHAVESH M. VADHAVANI

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**EXCELLENCE IN ACCOUNT,TAXATION,AUDIT,LAW,FINANCE AND OTHER RELEVANT FIELD AND HELP IN SUCCESS JOURNEY OF THE ORGANIZATION THROUGH DEDICATION AND HARD WORK**

**CAREER ABSTRACT**

- Proficient in managing & motivating teams for running operations;extensive experience of developing procedures, service standards & operational policies for business excellence.
- An out of the box thinker with proven track record of establishing processes, SOP's, streamlining workflow and creating a team work environment to enhance productivity, growth and efficiency innovatively.
- Adroit in ensuring delivery of high quality services to support customer's business needs & achieve continued high customer satisfaction from all operational users.
- Possess excellent interpersonal, communication & organizational skills with proven abilities in team management, customer relationship management & effective crisis management.

**PROFICIENCY FORTE****Operations Management**

- Framing work direction for associates after thorough assessment of their capabilities. Steering delivery management for deliverables;mentoring team & handling deployment of tasks.
- Coordinating for upcoming project activities and following up for production / dispatch data, designing documents and maintaining inventories.
- Monitoring overall functioning of processes, identifying improvement areas and implementing adequate measures to maximize customer satisfaction level.

**Customer Relationship Management**

- Mapping clients, identifying improvement areas & implementing measures to maximize satisfaction levels.
- Ensuring continuous interaction with the customers to make sure that the area of concern can be worked upon for improved service levels.
- Serving as a single point of contact for escalations;setting out inhouse quality standards for various operational areas, ensuring a high quality customer experience while adhering to the SLAs for their services.

**Team Management**

- Leading, managing & monitoring the performance of teams to ensure efficiency in back end operations and meeting of client satisfaction levels.

- Conducting meetings for setting up objectives, designing or streamlining processes to ensure smooth functioning of operations.

### **EDUCATION QUALIFICATION:**

<b>Courses/Degree</b>	<b>Board/University</b>	<b>GRADE / SPI</b>	<b>Passing Year</b>
IPCC	ICAI	200	MAY 2014
CPT	ICAI	100	DEC 2013
H.S.C.	G.H.S.E.B.	87 %	2011-2012
S.S.C.	G.S.E.B.	72 %	2009-2010
B.Com	Ahmedabad University	63%	2015
L L B	BKNMU	78%	2022
UPSC/GPSC	National/State Service Exam	3 Times Mains Written/2 Times appear in Interview	-----

### **EXPERIENCE:**

<b>EMPLOYER NAME</b>	<b>POST</b>	<b>DATE OF JOINING</b>	<b>DATE OF RESIGN</b>	<b>JOB DURATION</b>
JADWAL AND SHAH CA FIRM	ARTICLE ASSISTANT	23-09-2014	30-06-2015	9 MONTHS
S.K INTERNATIONAL	SALES EXECUTIVE	01-07- 2015	30-10-2016	16 MONTHS
MAKHIJA TRADERS & COMPANY	SALES & MARKETING MANAGER	01-11-2016	31-12-2017	13 MONTHS
ASCENDUM KPS	MORTGAGE SALES	1-10-2020	30-07-2022	20 MONTHS
YES BANK	SENIOR OFFICER & SALES OFFICER CORPORATE SALARY	01-08-2022	Running	

**COMPUTER SKILLS:**

Knowledge of M.S Office  
Knowledge of Internet  
Expertise in Tally  
Expertise in CCC

**ACHIEVEMENT:**

4<sup>TH</sup> RANK IN HSC (12<sup>TH</sup>) IN JUNAGADH DISTRICT  
CHAMPION IN BADMINTON AND CAROM ART BLOCK LEVEL  
Inter District & Inter College Level Professional Cricketer  
BKNMU Law College Topper  
Ahmedabad University Topper in Commerce

**STRENGTHS:**

Self – Confident and Quick Response.  
Hard Working and Good Team player.  
Good Interpersonal and Communication Skills.  
Comprehensive Problem Solving abilities.  
Ability to Handle Manpower.

**SALES & MARKETING SKILLS:**

Customer Relationship Management  
Customer Service Oriented  
Critical Thinking  
Selling Negotiation  
Analysis & Decision Making  
Time Management  
Active Listening  
Interpersonal Communication

**HOBBIES:**

COOKING

DEBATE

CRICKET

READING NOVEL

EXPLORING DIFFERENT CULTURE

**PERSONAL DETAILS :**

<b>HOME ADDRESS</b>	MAIN BAZAR NEAR GOVERNMENT SCHOOL, SOMNATH-362 265 GUJARAT.
<b>DATE OF BIRTH</b>	05 <sup>th</sup> December, 1995
<b>NATIONALITY</b>	Indian
<b>GENDER</b>	Male
<b>LANGUAGES</b>	English, Hindi, Gujarati,Sindhi

SIGNATURE OF CANDIDATE

**(BHAVESH VADHAVANI)**