

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:

Courses/Degree	Board/University	GRADE / SPI	Passing Year
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:

EMPLOYER NAME	POST	DATE OF JOINING	DATE OF RESIGN	JOB DURATION
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:

4TH RANK IN HSC (12TH) 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 :

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

SIGNATURE OF CANDIDATE

(BHAVESH VADHAVANI)