

Name: Suresh M Vaghela

Address: D-101, Suman Jyot Building
Opp. Mathura Nagari, Palanpur Gam
Surat-395009

Mobile: +91 (973) 734-2375

Email: s15.vaghela@gmail.com

Web : www.sureshvaghela.com

OBJECTIVE:

Obtain a position in which my excellent communication, logistical coordination skills, passion for customer service, and extensive experience working in project/key account or service management that will allow me to make meaningful contributions to the growth and success of any firm.

EDUCATION

Bachelor of Commerce (B-Com) Year 2000 (South Gujarat University, Surat)

Post Graduate (Diploma Computer Application) Year 2001 (South Gujarat University, Surat)

Courses:

Desktop Publishing 1 Year Course & Experience (Private Institute)

D.C.A 1 Year Course Year 1995

Knowledge :

Powerful knowledge of Team Management

EXPERIENCE :

Freelancer

(Florida, US)

Confidential

2013 to April -2020

“Confidential” is a full services professional recruiting firm. We specialize in permanent placement of highly skilled architectural, engineering and construction professionals.

Work Profile : Worked as a personal assistant to Patrick. Company’s every personal task like Lead Generate, Handling All Personal Profile (Facebook LinkedIn, US Job Portal), Data

Management, Schedule Management). Finding New Company (New Client).

Transform Solution Pvt. Ltd., Nanpura, Ahura Mazda Chamber, Surat from May 2004 to June 30 2007.

1. Worked as BPO Executive in the Transform Solution Pvt Ltd.
2. 3 Years Experienced of various Online or Offline Project.

Project: Creative Merchandise.com

1. Responsible for managing data for database.
2. Primary responsibly was to download images and editing in the images.
3. Used Photoshop application for editing images.

Project: Connexiti Data Search

The Connexiti Data Search USA client base project. This is a teamwork project & we have to collect information of the companies such as Customers, Competitors, Suppliers, Employees, Business Description, Address, Sectors, etc. from the annual filings or from the companies website & submit this sort of information in the Connexiti data base which is provided by the client.

Project: Bank

1. As a Search agent i was responsible for searching information about CEO of centralize Bank.
2. Worked on Excel for maintaining searching data for Bank.

Project: ATRA

1. Searched on the net for full and short description of all electronics items which item names was given by the Client.
2. I was Responsible for searching the company detail and its product detail.
3. Worked with the MS-excel for maintaining all the records about ATRA project.

Project: Email Search

Searched the email addresses for the CEO, President, Training Center Coordinator, Assistant of the Organizations which are given the Client.

Project: UK Clipping

UK Clipping is company of maintaining database of the criminal records of persons which are in Jail. It's had PDF files of the all the records.

1. Done Data Entry jobs for UK Clipping.
2. Wrote the data in the MS-Excel form the PDF file.

Project: Recipes Book

It's maintaining the website for Recipes Books.

1. Worked with the website for entry records to maintaining its database.

Acad Computer Class, Adajan Road Surat

1 Year Experience of Data Entry Operator and Team Leader in the Acad Computer Class.

Virtual Assistance: I am expert of Virtual Work (Any type of web-based), Customer Support etc. My Last job was Triumphant Solution at Surat.

Expected Salary : As your company rule and regulation and satisfaction of my work ability. (Up/Equal to my current salary)

List-k

I have good experience of Sorting server, lead putting and collecting bounces. 9 servers was daily cleaning. I was working List-k Since Sept. 2007 to 21st August 2010.

I have good command of Appending Process (URL Generator, eFormatFinder, NameNormalisation & Email Generator).

List-K

I have Again Appointed at ListK As Operations Department As Above all task including online Marketing and lead follow. I was working ListK Since 23rd May 2011 to 21st November 2013.

<http://www.listk.com>

<http://www.ilistk.com>

Metropolitan Associates, LLC. (Recruiting Company) :

Here is my duty Since 09th December 2013 to 05th January 2017.

In during this period I have done all Personal task of Sr. Recruiter Mr. Patrick. As like All Social Network Marketing, Resume pool, Technical Recruiting, Talent Acquisition, Sourcing, Internet Recruiting, Executive Search, Team Building, Resume Pulling by using various strings,

LinkedIn Specialist (Network & Lead Generate).

2016 to May: Sr. Recruiter (Confidential company)

I have good experience of Recruitment and service. I was working with a Personal assistant for a confidential company. Here is my job email checking, resume scanning, find candidate list, add resume detail in a software and email marketing for further process and get resume + Client. Just left a job during Covid-19.

Extra Activities / Experience

I have good knowledge of Real Estate Business Development & Real Estate Marketing Manager.

8 Year Experience

www.maadevelopers.com

Owner Mr. Ashish Patel

Physically Challenged

Both Legs Handicapped

Partially Blind

LinkedIn : <http://in.linkedin.com/pub/suresh-vaghela/b/b10/81a/en>

<https://www.linkedin.com/in/suresh-vaghela-lion-1500-81ab10b>

Known Language : English, Hindi, Gujarati

Best Regards,

Suresh Vaghela

+919737342375

S15.vaghela@gmail.com

www.sureshvaghela.com

All Document Provide upon request. Thanks.