**PRASHANT VIJAYKUMAR BHATT**

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**Objective**

I am seeking employment with a company where I can grow professionally and personally.

**Personal Details**

Date of Birth : 18th Jan. 1990

Languages Known : English, Hindi and Gujarati

Marital Status : Married

Nationality : Indian

Gender : Male

Hobbies : Reading, Listening music, Knowledge gain.

**Educational Qualification**

* B.Com with Pass Class from R.C.C collage, Ahmedabad
* H.S.C. with **50%** from Shree B R Patel Nutan Fellowship High School, Ashram Road Ahmedabad
* S.S.C with **45%** marks from Shree B R Patel Nutan Fellowship High School, Ashram Road Ahmedabad

**Computer Skills**

* Proficient in Microsoft suite - Word, Excel, Telly, Internet Surfing , Understanding all windows operating system (Window 7,8,10),

**Areas of Proficiency**

* Customer Care & Administrator Activities
* Front office & Reception Activities
* HR Coordination

**Working Experience**

**Company Nature : Stitch Overseas Pvt Ltd.**

**Department : Admin and HR**

**Designation : Administrator & HR Co-ordinate**

**Period : 1st December 2014 to till date**

**Nature of Job**

* Attracts potential customers by answering product and service questions; suggesting information about other products and services.
* Opens Employee accounts by recording account information.
* Maintains Employee records by updating account information.
* Maintains Employees DVR Reports And Daily Attainders.
* Collecting Employees Documentaries.
* Customer Order Dispatch.
* Maintained Product Input and Output Record.

**Abilities & Skills**

Good Communication

Time Management

Problem-Solving

Ability to Accept Criticism and Learn From It

Flexibility and Adaptability

Understand new concepts easily – Quick learner.

**Declaration**

I hereby declare that the above mentioned information is true to best of my knowledge.

**Signature**

**(PRASHANT BHATT)**