

From : Bhadreshkumar N. Bhatt

C2A/403, Swatantrata – III,

Opp. Rajwadu Restaurant,

Malav Talav Road, Jivraj Park,

Ahmedabad -380051.

Respected Sir,

I have been working as Manager Services Department for 8 years with AISECT LTD based Bhopal, Having Gujarat State Head office in Ahmedabad. AISECT LTD is having 5 Universities across the country including Dr. C.V. Raman University at Bilaspur, Chattisgarh, Khandwa, MP and Vaishali Bihar. AISECT University at Hazaribag, Zarkhand, RNTU, Bhopal, MP. I am handling all 400+ franchise of the state of Gujarat for Admissions, Student Admission Provess, Books, Certifications, AJEE and various events like Kaushal Vikas Yatra, and Quiz Competitions, Development of new franchises etc. in Gujarat. I am also handling 4 projects, UID, Financial Inclusion, SBI Fastag and aisectonline.com multipurpose portal of AISECT for services like PAN card, Railway Reservation, Mobile DTH recharge and more.

Earlier I was serving in a Pune based NGO for last more than two years as a **Project Leader** and involved in project planning, implementation, reporting, co-ordination between head office and local office local office and project beneficiaries etc. and office administration. I have been visiting various schools line Govt. Schools Aided School, and Private Schools, located in tribal areas of Bharuch, checking the functions of each schools for 259 parameters, The school accreditation program checks the six basic pillars of educations like(Infrastructure facilities available to students, Effective ness of teachers, Management and their aware ness of education field, Students brain and their interested activities and academic and non-academic activities done by the school to measure students ability and their progress in various areas of education). A assessment of students of standard 4th, 8th and 10th and Measuring Teachers Effectiveness for 39 parameters as well. I am also involved in training to the government, granted, non-granted and private school teachers as a **Master Trainer** and have developed soft skill of more than 3000 teachers. I was also a part of designing team of training modules for trainees and office staff.

Before that I was serving in CERC and also In Havmor Ice Cream Factory also I have served as a MIS-Executive checking stocks of parlors and restaurants and creating report for daily monthly and yearly sales and comparison with last year figures and percentage of achievement against budgeted figures of sales department.

Please find attached herewith my resume for your ready reference. May I request your kind self to consider the same and provide an opportunity to serve the reputed organization like yours.

Thanking you

Yours faithfully

**Bhadresh N. Bhatt**

BIO DATA

NAME : BHADRESHKUMAR N. BHATT

**ADDRESS (POSTAL) :** C2A**/**403, SWATANTRATA-III,

OPP. RAJWADU RESTAURANT,

MALAV TALAV ROAD, JIVRAJPARK

AHMEDABAD – 380051.

**PHONE :** 097129 67617

**EMAIL : bn.bhatt10@gmail.com**

**AGE :** 53 YEARS(30TH DECEMBER 1967)

**HEIGHT :** 5’.11”

**WEIGHT : 91** Kgs.

**EYESIGHT : -1**.5, - 1.00

**Joining Period :** 1 Month from the date of offer

**EDUCATIONAL QUALIFICATIONS :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXAM.** | **YEAR OF PASSING** | BOARD/ **UNIVERSITY** | **MAIN SUBJECTS** | **PERCENTAGE OF MARKS** |
| S.S.C. | 1981-82 | G.S.E.B. | H. MATHS  SCIENCE | 48% |
| H.S.C. | 1983-84 | G.S.E.B. | B.K. & A/C. | 50% |
| B. COM. | 1986-87 | GUJARAT UNIVERSITY | ADV. A/C & AUDITING. | 57% |
| M. COM.-I | 2001-02 | GUJARAT UNIVERSITY | ADV. A/C & AUDITING | 36 % |

**LANGUAGES KNOWN :**

|  |  |  |  |
| --- | --- | --- | --- |
| **LANGUAGE** | **READ** | **WRITE** | **SPEAK** |
| ENGLISH | YES | YES | YES |
| GUJARATI | YES | YES | YES |
| HINDI | YES | YES | YES |

**PROFESSIONAL QUALIFICATIONS :**

1. I HAVE DONE DISM(DIPLOMA IN INFORMATION AND SYSTEM MANAGEMENT) FROM APPLE INDUSTRIES LTD. WITH 68%.
2. I HAVE ALSO COMPLETED ORACLE + VISUAL BASIC FROM SSI LIMITED, ASHRAM ROAD CENTRE, AHMEDABAD.

**COMPUTER KNOWLEDGE :**

**OPERATING SYSTEMS :** DOS, WINDOWS 3.x, WINDOWS 9.x,

WINDOWS XP, 2000, NOVEL NETWORKING.

**COMP. LANGUAGES KNOWN :** BASIC, COBOL, PASCAL, C, C++, VB6.

**DATABASES & RDBMS :** DBASE IV, FOXPRO, ORACLE,

MS ACCESS.

**APPLICATIONS :** WS, LOTUS, WORD, EXCEL,

POWERPOINT.

**PROJECT WORK :** INVENTORY CONTROL SYSTEM

(IN DBASE IV AS ASSIGNMENT)

LIBRARY MANAGEMENT SYSTEM

(IN COBOL 74 AS ASSIGNMENT)

PAYROLL SYSTEM

(PROFESSIONAL)

**WORK EXPERIENCE :**

I have been in the teaching occupation since 1993, I have completed my DISM course in the year 1993, before that I was working in a Lalbhai Group textile mill as a cotton clerk.

I was teaching computer in a school of Rajkot as School Executive from Informatics Computer Systems.

I have also served in Aptech Computer Education, Patan as a Faculty and Course Co-ordinator.

I have also served in private computer classes as a faculty in the beginning and then after as a Centre Manager for five years.

I have served as MIS-Supervisor in (Consumer Education and Research Centre), a nationally and internationally recognized NGO in Ahmedabad from February 2001 to June 2007.

**My job assignments and responsibilities in CERC were :**

1. Responsible for providing information to the top level management i.e. Chairman Emeritus, Managing Trustee, Sr. Director, and IT Director of the organization as and when require.
2. Responsible for development of programming systems and maintenance of already developed programming systems in-house (i.e. Magazine Membership System, Complaint System, Legal System and Library Management System). I have also developed Institutional Membership System, Donation Membership System, and for Sensory Testing of Ice-cream, Biscuit, Water, Tomato Ketchup and Honey.
3. Maintenance and purchase of hardware and software to accomplish the requirement of the organization.
4. Stock, Consumption, Purchase and Maintenance of 60 Computers, Peripherals, Consumables and Stationary.
5. Supervising around 20 Data Entry Operators working under the section.
6. Keeping track of DEO’s knowledge, work distribution, progress and appraisals.
7. Responsible of development of Website, uploading and maintenance, Internet, Email and Fax received and sent and looking after all other works related to EDP Department.

**My job responsibilities in Havmor Icecream Ltd., Naroda as MIS-Executive were :**

I am responsible for different kind of checking like Ice-cream weight, Stock of Ice-cream and all raw materials, Packing Materials in factory as well as outlets.

I have to keep track of day today sales(Local and Outstation), PLR, Growth (Yearly and Budget), Expenditures(daily and monthly), Labor cost, Daily Complaints like Ice-cream return, damage , short supply etc. and report the same to the upper level management.

More than that I was to check Cash, Stocks (RM, PM and FG), and surprise checking of vehicles and dispatches, RM, FG and Cash at restaurants and parlors etc regularly. Daily, Monthly and Yearly reports are to be made and submit the same to upper level management.

**About my job in Bhartiya Jain Sanghtana(BJS), Pune as Project Leader :**

BJS has run a project in Bharuch and Narmada district of Gujarat as an MOU signed with Govt. Of Gujarat for developing Govt. Schools to increase the effectiveness of the teachers in the Govt. schools. As a project leader I have been visiting schools and checking the functions of each school for 259 parameters, assessment of students of 4th, 8th and 10th. I was also involved in training to the government, granted, non-granted and private school teachers as a **Master Trainer** and have developed soft skill of more than 3000 teachers. I have also handled the designing of training modules. I was mainly in the areas of project planning, implementation, reporting and coordinating and office administration.

**AISECT LTD (My Current Job)**

At Present I am Service Coordinator in AISECT as Services Coordinator and trainer, Conducting training to the trainers program twice in the six month for more than 300+ franchise network plus their staff like counselors, faculty members and other staff. I am also handling MIS and Tech Support activities for All PEC under UID project and Master Trainer of UID. The Job also required Involvement in Govt. Lessoning with collectors, Mamlatdars, Nodal Officers, Planning Commissioners, GAD dept. of Govt. of Gujarat etc.

Besides being Soft Skill Trainer I am Center administrator of the center running at State Head Office of AISECT and Dr. C. V. Raman University, so involved in student admission and courses counseling admission and examination process of the all the students.

FI, RFID and AisectOnline.com mainly Being in charge of the department I am looking Planning, Implementation, Operations, Repo building with stack holders and providing training to VLEs for proper execution. Even giving Motivational Training and Soft Skill Training to all the VLEs weather it is for services, academics and projects throughout Gujarat.