

RESUME

CAREER OBJECTIVE

To have a dynamic career that gives me an opportunity to excel economically, emotionally, psychologically exercising knowledge and potential in the best interests of the ever-changing corporate scenario by playing a vital role for the growth and achievement.

SKILLS

Punctual, Sincere, Team Work, Positive Attitude, Problem Solving, Negotiation Skill, Outstanding Communication and Interpersonal Abilities, Time Management, Troubleshooting, Excellent organizational and leadership

EXPERIENCE

As an **Administrator & Supervisor** 01/05/2012 to 31/07/2014 at **Tera Software Ltd.** (UIDAI - Aadhaar Card, Surendranagar).

Designation: Supervisor

Responsibilities: Recruitment, Manpower Management, Training Schedule Management, Responsibility of Training and Guidance of UIDAI Software, Data Entry Quality, Accuracy & KYR Check, Backup of All Data, MIS Reporting, Data Uploading, Format and Installed Operating Systems and All UIDAI Software, Personal/Professional & Organizational needs of Employees, Troubleshooting, Software and Hardware Related Issues Resolve, Assembling Laptop and Computer, Eyes Scanner and Finger Scanner & Paper Scanner Repairing, Maintain Relations with Employees and Government Officers, Handling Domestic Ticketing, Parcel Tracking, Hotel Booking and Co-ordination with Local/Travel Agent.

As a **Programming and System Administration Assistant** in **G.S.R.T.C.** 14/10/2015 to 15/10/2016 at Chotila Depot (Rajkot Division).

Designation: Apprenticeship (Admin Assistant)

Responsibilities: ERP System Update, Stock Management, Online Ticket Booking, Co-ordination with GSRTC Agent, Traveling and Student Pass Generate, MIS Reporting, KMPL & DKMPL Calculation, Data Management, Office Assistant or Relevant Role, Training Schedule Management, Parcel Send/Track and Receive, Guest House Booking and Events Management.

As an **Administrator cum IT Executive** at **Panchal Urology Centre, Ahmedabad** since 11/11/2016 to till now.

Designation: Administrator cum IT Executive

Responsibilities: Dr's assistant (Office & Personal), Cashless/Reimbursement Department, Third Party Administration (TPA Insurance Co.) Correspondence, Manage Phone Calls and Correspondence (E-mail, Letters Query Resolve etc.), Prepare Presentations/Proposals as Assigned, Surgical Video Recording-Editing, IITV (C-Arm) and Holmium Laser Operate, Ultrasound Image Develop-Print and Report Generate, Create/Update Records and Databases with Personnel/Financial and Other Data, Files Maintenance (Out Patient Department & Inpatient Department), Prepare Discharge Summary & Invoice-Receipt, Online Feedback & Rating from Patients and Relatives, Familiarity with Office Management Procedures and Basic Accounting Principles, Tax Deducted at Source & Professional Tax Calculation/Submission in Bank and Govt. Office, Software/Hardware and Office Equipment Issues Resolve, International and Domestic Ticket Booking, Hotel Booking, Co-ordination with Travel Agency/Agent and Medical Instruments Sending/Tracking.

Makwana Bipin V.

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bmakwana45@gmail.com

Current Address:

C/O. Pravinbhai Shrimali
49, Matru Pitru Krupa,
Ganpat Society,
Opp. Kachhi Bhavan,
Camp Road, Shahibuag,
Ahmedabad-380016

Permanent Address:

10-909, Vinayaknagar,
Ganpati Fatsar, Wadhwan,
Surendranagar-363030

Date of Birth:

10th Aug, 1992

Sex:

Male

Marital Status:

Single

Language Known:

Gujarati, Hindi, English

Hobbies:

Travelling, Old Song
Books / News Paper
Reading

Notice Period: 15 Days

Current Salary: 14000

Expected Salary: 17000

Current Job Location:

Navrangpura

EDUCATIONAL QUALIFICATION

No	Degree			University / Board	Year	Percentage	Class
1	Secondary School Certificate			G S H S E B	Mar-07	54.77	Second
2	Higher Secondary Certificate			G S H S E B	Mar-09	62.86	First
3	Computer Operator & Pro. Assist.			I T I Surendranagar	Jul-11	74.00	Distinction
4	Bachelor of Science (Info. Tech.)			Saurashtra University	Apr-12	54.47	Second
5	Master of Science (Info. Tech.)			Saurashtra University	Apr-15	67.56	Distinction
6	GCC	Gujarati Type	25 WPM	State Examination Board – Gandhinagar (Government Commercial Certificate)	Mar-16	65.00	First
		Gujarati Type	40 WPM		Aug-16	50.00	Second
		English Type	50 WPM		Jan-18	60.00	First
		Hindi Type	25 WPM		Jan-18	76.00	Distinction
7	Master of Social Work			Bhavnagar University	Jul-18	62.95	First

DECLARATION

Have you handled work responsibilities as per Job Description? Yes

I am confident of my ability to work in a team and under pressure. I hereby declare that the information furnished above is true to the best of my knowledge.

Place:

Yours Faithfully

Date:

Makwana Bipin