

RESUME

Makwana.Bipin.M.

Date of Birth : 01/05/1990

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Personal Details

Name : Makwana Bipinkumar M
Languages Known : Gujarati, Hindi, English
Marital Status : Single
Hobbies : Reading
Nationality : Indian

Value Profile:

- I can do work with concentration for the long time.
- I can do work under the pressure.
- I have an ability to learn new technology and always ready for it.

Degree	Board/University	Passing Year	Percentage
S.S.C.	G.S.E.B.	2005	49.14%
H.S.C.	G.H.S.E.B.	2007	52.29%
B.A.	GUJ.UNIVERSITY	2011	43.88%
I.T.I. (INSTRUMENT MECHANICH)	KUBERNAGAR I.T.I.	2013	72.73%

Computer Skill's:-

- **Basic (It Literacy)** Course Complete In **I.T.I. (Time Period 1 Year)**
- **D.T.P.** Course Complete In Gopin Computer Class
- **M.S. Office** Course Complete In Gopin Computer Class
- **Tally Erp-9** Course Complete In Gopin Computer Class
- I have a knowledge and Experience of **ERP SOFTWARE & ADVANCE EXCEL** as like

VLOOKUP, HLOOKUP, DATA FILTER, PIVOT TABLE, CONDITIONAL FORMATTING
and other formulas.

Work Experience:-

- **Company Name :-** Vodafone Call Centre (11/01/2016 To 17/12/2016)
- **Designation :-** Customer Care Executive (11 Months)

➤ **Job Description :-**

- ✓ Customer Call Receive
- ✓ Customer Query Sal & Provide New Plan and Information

➤ **Company Name :-** Arvind Mill Ltd. (06/10/2014 To 06/10/2015) & (27/04/2017 To 31/10/2018)

➤ **Designation :-** Data Entry Operator (2 Year And 6 Months) (In Account Department)

➤ **Job Description :-**

- ✓ Receive Sales Bill, Purchase Bill Dr/cr.
- ✓ Check It P.O. Amount, Address And Then It's Entry
- ✓ Bill Scanning. Make It File And Handling File Record Room.

➤ **Company Name :-** Lubi Electronics.(07/01/2019 To 23/06/2019)

➤ **Designation :-** Commercial Assistant (5 Months & 16 Days) (In Dispatch Department)

➤ **Job Description :-**

- ✓ Check Dispatch Material Query
- ✓ Make It Packing Slip, Scanning Of Material
- ✓ Outward Material Scanning, Make It Invoice
- ✓ Make It E-Way Bill
- ✓ Logistic, Domestic Entry And It Docket Entry etc.

➤ **Company Name :-** Zone Cyber Cafe (17/07/2019 To 25/03/2020)

➤ **Designation :-** Assistant Manager (08 Months)

➤ **Job Description :-**

- ✓ Front Desk Handling
- ✓ Maintain Office Assets
- ✓ Customer Handling
- ✓ Maintain Data Record In System
- ✓ Coordinating With Customer
- ✓ Email.

➤ **Company Name :-** Pressure Jet System Pvt Ltd (02/09/2020)

➤ **Designation :-** Oracle Data Entry Operator

➤ **Job Description :-**

- ✓ Entire Technical Data For Qc
- ✓ Create it's Collection Element Specification & Collection Plan
- ✓ Create BOM Entry
- ✓ Create Item Entry
- ✓ Co-ordinating with external & internal department
- ✓ Email Drafting
- ✓ Excel Work

Your Faith Fully

Place: Ahmedabad

Bipin.M.Makwana.