



## BHAVYAA VASWANI

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### Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

### Experience

- **Celite Tyre Corporation (INDIA)** Feb. 2015 - Sept. 2017  
Import Assistant and Admin.  
Preparing import & Export Documents,  
Preparing all the documents for Dispatch.
- **Lunar General Trading. (UAE).** Oct. 2017 - Mar. 2018  
Assistant Export Coordinator  
Dealing with local & international carriers, freight forwarders for freight inquiries.
- **Techno Electromech Pvt. Ltd. (INDIA).** May. 2018 - Dec. 2018  
Sales Executive.  
Dealing with local customers & following the material.
- **Griportho Surgical Pvt. Ltd. (INDIA).** Jan. 2019 - Oct. 2019  
Executive international Business.  
Maintaining proper record of the company documents. Plus Assistant manager.
- **Purshottam Kanji Exchange** June. 2020 - Jan -2023  
Customer Support and Branch in charge  
Helping customers for all their queries, bank credit approvals.

### Education

- **Gujarat Board, Vadodara** 2012  
HSC
- **M. S. University, Vadodara** 2015  
B.Com
- **M.S. University, Vadodara** 2017  
M.Com

### Skills

- Sales Problem solving Decision making Team building

### Languages

- English Hindi Sindhi Gujarati

### Computer Expertise

- MS Office  
MS Power Point  
MS Excel  
Acrobat Reader  
Tally Erp 9