

**Nandish Jayeshbhai Bhadiyadra**

**B.com (Bachelor of Commerce)**

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### **Career Objective:**

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- ✓ To work for a professionally managed company with a good organizational objective & friendly environment, in a capacity that offers responsibility, challenge, job satisfaction and scope for Organizational and personal, development and growth.
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### **Experience:**

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**May'18 - Human Resource Recruiter (BFSI)**  
**to sep 18 Supro Info Solution Private Limited**

- Partnering With Hiring Managers To Determine Staffing Needs
- Screening Resumes
- Performing In-Person And Phone Interviews With Candidates
- Administering Appropriate Company Assessments
- Performing Reference And Background Checks
- Making Recommendations To Company Hiring Managers
- Coordinating Interviews With The Hiring Managers
- Following Up On The Interview Process Status
- Maintaining Relationships With Both Internal And External Clients To Ensure Staffing Goals Are Achieved
- Communicating Employer Information And Benefits During Screening Process
- Staying Current On The Company's Organization Structure, Personnel Policy, And Federal And State Laws Regarding Employment Practices
- Serving As a Liaison With Area Employment Agencies, Colleges, And Industry Associations
- Completing Timely Reports On Employment Activity
- Conducting Exit Interviews On Terminating Employees

**March'18 - Field Sales Executive**  
**To April 18 Paytm**

- Responsible For The Vehicles/Retail Enrolments & Usage In The Defined Location
- Meet The List Of Outlets Assigned By Area Sales Manager For Enrolments.
- Ensure Enrolments & Usage Are Done Regularly
- Ensure Strict Adherence To The KYC Norms & Processes In Enrolments
- Meet The Petroleum Agency And Gas Agency Generated Lead And New Account
- Monthly Reporting Area Sales Manager And Field On Pan Gujarat Like Petrol Agency And Gas Agency
- New Bank Account Open On Paytm Payment Bank

**June'17 - Business Development Executive**  
**To July 17 Axis BANK**

- To Sell The Bank Product To The Corporate
- Saving Account
- Current Account
- Term Deposits
- Debit / Credit Cards
- IPG Product ( Life Insurance / General Insurance / Mutual Fund / Gold Coins / Online Trading )
- To Acquire New To Bank Customers And Pursue New Business Relationship
- To Fulfilled KYC Norms
- To Reach Out To High Net-Worth Individuals
- To Increase The Customer Base By Developing Business Relationship With Current Customers

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### **Axis Bank Training :**

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- ✓ Title: Seven Days Sales Training.  
Learned About CASA Accounts, Mutual Fund, Life Insurance & SIP Selling Techniques.

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### **Academic Qualification:**

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**June'13 - B.com – Bachelor of Commerce (Accounting And Finance)**

**To May'16** *Bhavnagar University*

**June'12 - Higher Secondary Certificate**

**To May'13** *Gujarat State Higher Secondary Educational Board*

**June'10 - Secondary School Certificate**

**To May'11** *Gujarat State Higher Secondary Educational Board*

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### **Computer Skills:**

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- ✓ Applications: MS-Office (Word, Excel, Power Point, Access, MS Outlook), Adobe Photoshop, etc.

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### **Personal Information:**

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- ✓ **Date of Birth** : 27th January, 1995
- ✓ **Address** : Plot No: 1202/c Near Abhinandan Residency, Mangla Mata Road, Ambawadi, Circle, Bhavnagar-364001, Gujarat.
- ✓ **Language known** : English, Gujarati, And Hindi
- ✓ **Hobbies** : Listening Songs, Watching Movies, Football, Travelling, Volley Ball.