



# Nilesk Kumar Bhatt

OFFICE OPERATIONS / EXECUTIVE

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2701 Concorde Tower Cluster – H Jumeirah Lakes Towers Dubai, UAE

## Technical Skills

- Good knowledge of computer operation.
- Microsoft Office – Word, Excel and PowerPoint.
- Ability to do research and use the internet.

## Soft Skills

- Quick learner with problem solving skills.
- Self-motivated and result-oriented professional.
- Good team leader.
- Good convincing power.
- Able to work smartly under adverse conditions.

## Education

Bachelors of Computer Application - 2014  
Mohanlal Sukhadiya University, Udaipur India.

## Hobbies

- Traveling.
- Hiking.
- Blogging.

## Personal Information

- Date of Birth: 2<sup>nd</sup> June 1993.
- Languages: - English, Hindi.
- Visit Visa (Expired on- 10th March 2022).
- Indian.
- Single.
- Male.

## SUMMARY

I have nearly six years of total experience, including four years in the Operation Department, one-year in Ticketing Executive and System Support, and seven months as an international port tower controller.

## WORK EXPERIENCE

January 2019 to November 2021

**Dispatcher**

WAGAD INFRA PROJECT PVT.LTD. Surat India

- Manage inventory (both inward and outward) of materials.
- Receiving concrete queries from customers.
- Check and forward queries to the respective department.

March 2018 to October 2018

**Tower Controller**

ADANI PORTS AND SPECIAL ECONOMIC ZONE LIMITED Mundra Port India

- Manage the internal transport vehicle (ITV) movement of a particular container terminal (CT).
- Verify and approve container details with the system.
- Allocating a predetermined special location for each container.

August 2016 to January 2018

**Verification Expert**

JUMIO INDIA PVT.LTD. Udaipur India

- Document verification, like a passport, ID, driving license, etc.
- Verification of documents and taking action against genuine fraud.
- Work as a team leader to handle a team of six members.

June 2013 to July 2014

**Operational Associated**

INOX LEISURE LTD. Udaipur India

- Ticketing and cash handling.
- Manage their in-house software and computer systems.
- Install the operating systems and related software.