

VISHV BAROT

CAREER OBJECTIVES

Wish to work for multinational or any distinguished financial institution which can offer the suitable position and provide great challenging opportunities in the field of international finance, accounting and payroll department where excellent analytical and problem-solving skills can be utilized to improve company's profitability and business.

HIGHLIGHT OF QUALIFICATIONS

Hard-working and result-oriented business student adept at conducting market research and financial opportunity sessions with clients, evaluating investment opportunities, and provide support to financial advisors and planners and client relationship management.

Experience of working in payroll and job posting department for NHS, in-depth understanding of payroll process and procedures, regulations and ability to lead the team in competitive environment.

EDUCATION

Fleming College, Peterborough – Global Business Management

January 2019 – April 2020

Gujarat University, India – Bachelor of Commerce

March 2014 - April 2017

EXPERIENCE

Financial ABCD – Wealth Advisory Services, Ahmedabad — Financial Advisor Intern

October 2017 - October 2018

- Developing and performing business and marketing plans as per the instruction of financial advisory firm in order to obtain new clients and referrals.
- Educate clients about mutual fund schemes and services and conduct the financial sessions.
- Pro-actively build relationships with clients to meet business objectives as well as demonstrate strong awareness of enterprise-wide opportunities to serve clients.
- Clients relationship management from business development standpoint.

QX Global Services, Ahmedabad — Payroll Analyst & Job Posting (UK)

April 2017 – September 2017

- Timesheet Processing (Paper & E-timesheet)
- Client Invoicing & Processing Payroll Deductions
- Processing payments for holidays, bonus, commission, overtime
- Generation of payment slips and documents & Dealing with payroll related queries for consultants
- Knowledge regarding P11, P11D, P60 for NHS in UK
- Job posting for Health Care in UK
- Pre-interview calls and scheduling