

**Hardik sha**

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**EDUCATION**

**Saurashtra University** SURENDRANAGAR, Gujarat

BACHELOR OF COMPUTER APPLICATION (6.75 CGPA) APRIL 2014

**WORK EXPERIENCE**

* **Technical Support Executive** (*since Oct 2023 to Present)*

**AppsTech Solution**

* Kingston Products tele & technical customer support service for pan India
* Mail drafting
* **Legal Document Executive** *(May 2023 – September 2023)*

**Nehal N. Shah Associates & Advocates**

* Client legal document preparation & management file work
* Agriculture
* Non-agriculture
* Commercial
* Residential
* Other law office and government office legal document work
* **Legal Document Executive** *(February* ***–*** *2022 to April – 2023)*

**Aristo Builder & Developers**, Ahmedabad, Gujarat

* Experience in
* Company legal document preparation & management
* Customer legal document preparation
* Customer carry documents
* Housing loan documents
* Sales invoice
* Agreement for sale
* Sale deed

**PROJECTS**

* Seventh Spaces- “Seventh Yash” *(Between January 25, 2024 to June, 2024)*
* Legal Document Maker
* Handle Garvi 2.0 Process

**TECHNICAL SKILLS**

Well versed Basic of Computer Applications, MS Office, Outlook, Salesforce, E-mailing and internet uses. Testing: - Manual Testing / Black Box Testing / Functional Testing /

Platform: - JIRA

**OTHERS**

**Languages**- English, Hindi, Gujarati