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| **CURRICULAM VITAE** |

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**Address : A/104 Indira Colony, Burhanpur**

**Date of Birth : 10-04-1991**

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| **Objective :** |

To seek a responsible and challenging career with a progressive organization where my experience, skills, abilities and education in Computer and also in banking and finance and will have a valuable application.

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| **Overview :** |

* Building consumer preference and drive volumes, identifying new streams for revenue growth and maintain good relationships with channel partners to achieve business target.
* An effective communicator with excellent relationship building and interpersonal skills, strong analytical, problem solving & organization abilities.
* A creative individual, instrumental in bringing new processes & ideas.

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| **Work Experience:** |

**Designation : Computer Instructor (At Kendriya Vidhyalaya, Nepanagr)**

**Duration : Since 24 Nov. 2014 to Till Date**

**Profile : Handling Junior Lab with teaching Primary student**

**Designation : Graphics Designer (At Satyam Printers)**

**Duration : Since Dec 2013 20 Nov. 2014**

**Profile : Designing Cards in Corel draw, Photoshop & PageMaker**

**Designation : SENIOR SALES OFFICER (AT HDFC Bank Ltd. RAVER DIST JALGAON)**

**Duration : Since 9th JAN 2012 to 20 Dec 2013**

**Products : SAVING AC, CURRENT AC, CRADIT CARD, FD, RD, INSURANCE**

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| **Job Responsibilities :** |

* Handling Junior Lab.
* Maintaining Systems in junior Lab with peripherals
* Making Close interaction with the staff to assist in office.
* Teaching primary children about computer and its works.

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| **Job profile Worked :** |

**Sales:**

Ensure achievement of sales targets for multiple Product categories insurance, saving ac, current ac, credit card FD, RD, and personal loan

1. Planning & Organizing product in market
2. Achieving target on MTD as well as YTD

**Designing:**

Ensuring the satisfaction of end user about the design and Company LOGOs.

1. Designs to be made in Corel Draw X4
2. Photo editing and mixing using Adobe PhotoShop CS-XI

**Education:**

Teaching computer to primary children and making aware about Computer works

1. Education about computer to student with basics of computer
2. Office work such as letter drafting, E-mailing etc.

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| **Educational Qualification:** |

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| Course | Institute/School | University/ Board | Year of passing | Percentage |
| BCA | Seva Sadan Mahavidyalaya Burhanpur (M.P) | D.A.V.V. Indore (M.P.) | 2011 | 66.29% |
| Higher Secondary (10+2) | Govt. SubhashHigher secondary school Burhanpur (M.P.) | M.P. Board, Bhopal | 2008 | 70% |
| High School | Asha niketan H.S.School, Burhanpur (M.P.) | M.P. Board, Bhopal | 2006 | 75% |

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| **IT Skills** |

* MS Office – MS Word, MS Excel, MS Power Point.
* Languages Tool: C, C++, Oracle.
* Operating System: Windows 7, Vista, XP, 2000, 98, & LINUX.
* Banking Operational Software: FINWARE, Open Office, Lotus Notes – 8.

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| **Key Skills:** |

* Good in getting the work done from others
* Achievement oriented with an ability to manage change with ease.
* Multi-task taking with good communication, strong learning and organizing skills.
* Good analytical skill
* A Positive Mental Attitude
* Creative Vision
* Teamwork

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| **Co- curricular Activities:** |

* Participated in Blood donation camp in college & Bank.
* Actively participated in cultural activities in school and college
* Participated In sports concert in Inter School Competition

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| **Languages Known** |

* Sindhi
* English
* Hindi

**I here by declare that above information is true to my knowledge & belief**

**Date: Dinesh A. Hemwani**