Sumit Hareshbhai Vithalani
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CAREER OBJECTIVE :-

I would like to work in an organization which provides me an opportunity to seeking new challenges, which effectively utilize my expertise and provide opportunities for knowledge enhancement and career growth.

EDUCATION QUALIFICATION:-

QUALIFICATION	SCHOOL/COLLEGE	BOARD/UNIVERSITY	YEAR OF PASSING	%
B.E. (E.C.)	Atmiya Institute Of Technology & Science, Rajkot	Gujrat Technological University.	2018	5.66 CGPA
Diploma (E.C.)	Christ Polytechnic Institute, Rajkot	Gujrat Technological University.	2013	6.13 CGPA
H.S.C	G.P.B. Muncipal High School , Dhari	G.H.S.E.B	2012	67.50%
S.S.C	R.K.M.M. High School , Chalala	G.S.E.B	2008	75.54%

WORK EXPERIENCE :-

1) Jintech Computer Care – (Jintech Group) :-

➢ Currently i m working as a **Executive** at **Jintech Computer Care Ahmedabad** (From 11th. April 2022)

- **Job Responsibility : (Technical Support + IT Purchasing)**

➢ Identifying hardware and software solutions.
➢ Remote & Troubleshooting technical issues.
➢ Diagnosing and repairing faults.
➢ Installing and configuring hardware and software.
➢ Following up with clients to ensure the problem is resolved.
➢ Replacing or repairing the necessary parts.

- **IT Purchasing**
- ➢ I Maintain records of goods ordered and received.
- ➢ I Prepare and process requisitions and purchase orders for supplies and equipment.
- ➢ Maintain totally purchasing inventory related to IT.
- ➢ Represent companies in negotiating contracts and formulating policies with suppliers.

2) Marwadi University:-

➢ previously I was Worked as a **Executive** at **Marwadi University From August -2018 To April-2022 (Almost -4 Years)**

- **Job Responsibility : (Technical Support + IT Purchasing)**

- ➢ Identifying hardware and software solutions.
- ➢ Remote & Troubleshooting technical issues.
- ➢ Diagnosing and repairing faults.
- ➢ Installing and configuring hardware and software.
- ➢ Following up with clients to ensure the problem is resolved.
- ➢ Replacing or repairing the necessary parts.

- **IT Purchasing**
- ➢ I Maintain records of goods ordered and received.
- ➢ I Prepare and process requisitions and purchase orders for supplies and equipment.
- ➢ Maintain totally purchasing inventory related to IT.
- ➢ Represent companies in negotiating contracts and formulating policies with suppliers.

3) Surelia WireCut Pvt.Ltd :-

➢ I worked as a **Admin & Back Office Executives** At **Surelia WireCutPvt.Ltd. Rajkot.** (From February 2018 to Aug 2018)

- **Job Responsibility :**

- ➢ All type of data entry work in word, excel or etc.
- ➢ Mailing & Reverting of companies mail.
- ➢ Making a delivery challan & sales bill in accounting software
- ➢ Making a quotation For Party.
- ➢ Co-ordinate with some parties regarding any info.or query By Calling ,Mailing,etc.
- ➢ Daily checking P.O. Status of parties Regarding Sales.
- ➢ And all type of general works like printing , filling & etc

4) Dynamic Exim

➢ I already Worked asa **Admin Cum HR** In **Dynamic Exim** (Exporter) Rajkotfor 2 year (From June 2015 To June 2017)

- **Job Responsibility :-**

➢ Organize and maintain personal records.
➢ Recruit Candidate for office staff.
➢ Co-ordinate with exporters & making a purchase order for it.
➢ Mailing & reverting of companiesmail.
➢ All type of data entry work & general work in word , excel.

COMPUTER PROFICIENCY :-

➢ MS Office, Doeacc "CCC", & CCNA (Cisco Certified Network Associate),Inventory Soft.

SKILL :-

➢ Positive Attitude
➢ Excilent Written & Verbal Communication Skill
➢ Fast Learner
➢ Coaching , & Guiding

PERSONAL PROFILE :-

FULL NAME	SUMIT HARESHBHAI VITHALANI
DATE OF BIRTH	11.,09.,1992
GENDER	MALE
NATIONALITY	INDIAN
MARITAL STATUS	UNMARRIED
LANGUAGES	ENGLISH,HINDI,GUJARATI
HOBBIES	COOKING,DANCING & TRAVELLING

DECLARATION :-

I here by declare that the information furnished above is true to the best of myknowledge andability.

Sumit Vithalani.