

HITESHRI PATEL

A-1/72 Arjun tower, near c.p. nagar, ghatlodia, Ahmedabad · 9081818696

Hitupatel315@gmail.com. DOB: 31st may 1998

To Represent Myself as a HR & Sales Executive with Skills and Abilities which I have to Grow Business Portfolio of Origination with my self-Improvement in terms of Career.

EXPERIENCE

April 2019- October 2019

BUSINESS DEVELOPMENT EXECUTIVE, ATLANTIC INFOTECH

Communicate with Client, Product Explanation Sales, Marketing, Convince client, Generating leads from Different Social Media portals, communicate with clients and closing deals with both parties' requirements

4TH NOVEMBER – 24TH JANUARY

BUSINESS DEVELOPMENT EXECUTIVE & HR, VIRTUE VENTURES

Communicate with clients, marketing strategies, HR related work like salary calculation, attendance sheet, schedule meetings with client.

SEPTEMBER – MAY

HR & DIGITAL MARKETER, AWGRO REALTY

Handling team of 15 person and digital marketing of company ,also working as sales co-ordinater, taking follow up of client, salary calculation, attendance sheet, meeting with client.

JUNE – CURRENT

HR & DIGITAL MARKETER, BENCHMARK REALTY

Handling team and digital marketing of company , taking follow up of client, salary calculation, attendance sheet, meeting with client, update of visited client, generate lead.

EDUCATION

MARCH 2015

H.S.C., G.S.H.S.E.B, GUJARAT, H.B. KAPADIA NEW HIGH SCHOOL, MEMNAGAR

MARCH 2013

S.S.C., G.S.H.S.E.B, GUJARAT, H.B. KAPADIA NEW HIGH SCHOOL, MEMNAGAR

2015- 2018

B.COM, NEW L.J. COMMERCE COLLEGE

SKILLS

- Communication
- Client coordination
- Creative problem solver
- Strategic thinker
- Lead generation through social media portal
- MS office, outlook, presentations, Tally ERP
- Product explanation
- Sales, marketing
- Convincing Ability
- Social media marketing
- Product posting

ACTIVITIES

Awarded as 100% Attendance (July 2019)

Interest: listening music, learning new thing daily basis, interacting with new people

Languages: English, Hindi, Gujarati (Read, Write, Speak)

I Have Wide knowledge about Working as a coordinator Between Clients and vendors for Fulfill their Requirements in terms of Business processes Outsourcing. We work as a consultant party and try to get work done from Center side with exactly Require from Client Side.

