HITESH R LAKHANI

- B.COM.

**Age:** 23Years **MobileNo.:8460568887 Email Id:** [lakhanihitu@gmail.com](mailto:lakhanihitu@gmail.com)

**Address:** 18,SURAJPARK NR,MADHURI BHAVAN INDIA COLONY BAPUNAGAR AHMEDABAD

## CAREEROBJECTIVE:

To achieve the professional satisfactory position of responsibility in the Organization & to create an efficient and effective environment.

## EDUCATIONALQUALIFICATIONS:

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **University** | **Percentage** | **Year** |
| Graduation | GUJARAT | 47 | 2020 |
| 12thStd | GSEB | 48 | 2015 |
| 10thStd | GSEB | 55 | 2013 |

1. **COMPUTERSKILLS:**

INTERNET SURFING

BASICCOMPUTER

COMPUTING AND PERIPHERALS

## MYSTRENGTHS:

I possess Strong Communication Skills, Strong Inter-Personal Skills, Leadership, Positive,Motivated, FocussedApproach,Loyalty.

## HOBBIES:

Listening

MusicTravelling

## PERSONALDETAILS:

* 1. Gender :MALE
  2. PlaceofBirth :Ahmedabad

3. Date of Birth :29-08-1997 :

1. Nationality :Inidian
2. MaritalStatus :Single
3. Domicileof State :Gujarat

## LANGUAGESKNOWN:

|  |  |  |  |
| --- | --- | --- | --- |
| **LANGUAGES** | **SPEAK** | **READ** | **WRITE** |
| English | **√** | **√** | **√** |
| Hindi | **√** | **√** | **√** |
| Gujarati | **√** | **√** | **√** |

1. **WorkExperience:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company** | **Post** | **StartDate** | **Till Date** | **Years** |
| BAJAJFINSERV | SALESEXECUTIVE | 1stApril2016 | 30thMay2018 | 3Years |
| VANSHIKAFASHION | OFFICEWORK | 1stAugust2019 | 28thOctober2020 | 1Years |
| AIRTEL | CUSTOMER  CARE EXECUTIVE | 1stJune2021 | Stillworking |  |

# Responsibilityat Bajaj Finserv:

I was coordinating with customerfor their requirements and get it done

I was answering all the mail received from the company those who customer applied for loan but not purchase the product.

I was coordinating with the store person or store manager for that customer inquire about products.

I am also meet new people they never applied for loan at any products and also tell them how they apply for loan on that product.

# Responsibility at Vanshikafashion:

I have to make bills of purchase and sales and also make an E-way bills

I have to manage also credit note and debit note also adjusting the payment gives to the another merchant

Also helpto CA at the time of audit to take out the bills to check the bill amount

## Responsibility at Airtel:

I haveto handle sim related query to the customer

I have to sell the post-paid & pre-paid connections to the customer who visit inthestore also going customer location to tell about connections

I have to do also call to customer about services and also ask to purchase a new connection in Post-paid, Dth or Broadband