 Curriculum Vitae

**Patel Hitendrakumar Dharmabhai.**

6,S.K.Bank Society No-2,

Near Rampark Society,

Modasa.Pin:-383315.(S.K).

Contact :- +91 8ooo615030./9726700035.

**Email:-** : patelhitendra29@Gmail.com

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Educational Qualification :

B.Ed. (Social Study) Passing in 2007 with 78% - H.N.G.U., Patan

M.A. (Economics) Passing in 2006 with 49% - H.N.G.U., Patan

B.A. (Economics) Passing in 2004 with 61% - H.N.G.U., Patan

Computer Skills :

I have good knowledge of MS Office, Tally, Internet

Work Experience :

* (1) Organization:- Heart Care Clinic, Ahmedabad

***DUTIES AND RESPONSIBILITIES:-***

I have 1 year experience as a Receptionist work and Data Entry Operator.

As a Supervisor . I have been working.

* (2) Organization:- Bellezza.India.Pvt.Ltd,Ahmedabad.

***DUTIES AND RESPONSIBILITIES:-***

I have 1.5 year experience as a Inventory Managar (Gujarat Circle),

As a Supervisor, I have been working.

To maintain all the purchasing bills and keep the record of all kinds of transactions

on computer, As a Supervisor I have been working. check daily transaction of good

and keep its record on computer, maintain the stock of everyday.

* (3) Organization:- Country Vacations.Ltd., Ahmedabad.

***DUTIES AND RESPONSIBILITIES:-***

I have 4 month experience as a Consultant.

Responsible for bringing business for the Company, servicing the customers,

My job role also includes guiding customers to various Plans options for

country club products.

* (4) Organization:- Right Now, I am servicing in HDFC BANK Naranpura,Ahmedabad.

**DUTIES AND RESPONSIBILITIES:-**

As a Contract Executive. (Hdfc Life).

Responsible for bringing business for the bank,servicing the customers,

I am also responsible for Retail branch banking products for the branch.

I am also responsible for all retail liability products such as savings account,

current account,Term Deposits,Mutual Funds etc.

My job role also includes guiding customers to various investment options

such as Insurance/Investment products,Government Bonds,Mutual Funds etc.

I am also responsible for managing team of executives,by encouraging them

to achive targeted performance levels for Retail BranchProducts and

team management.

Also responsible for call monitoring,feedback management system,Dynamic shop

floor management and process improvement.

Personal Information :

Date of Birth : 27th March 1980

Sex : Male

Religion : Hindu

Nationality : India

Marital Status : Unmarried

Languages Known : English, Hindi, Gujarati & Marathi .

Strength :

\* Self - motivated, confident in my work, stringent person.

\* Highly adaptable due to quick learning ability.

\* Having good presentation skills.

Yours Thankfully,

**Patel Hitendrakumar D.**