**HITESH B. PATEL**

**B/79, Mrudang Apts, B/H Vasna Village,**

**Vasna, Ahmedabad-380 007.**

**Contact No. : 94281 20733 (M)**

**PERSONAL INFORMATION:**

**DATRE OF BIRTH :** 18th JANUARY,1976

**PLACE OF BIRTH :**  MALAD (MUMBAI)

**NATIONALITY :** INDIAN

**CASTE :** HINDU LEUVA PATIDAR

**MARITAL STATUS :**MARRIED

**AGE :** 43YEAR

**BLOOD GROUP :** “O” +Ve

**PHYSICAL INDICATION :**  ON LAFT HAND SKIN BURN MARKS

**ACADEMIC AND PROFESIONAL QUALIFICATION:**

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| **EXAM** | **COLLEGE/UNIVERSITY** | **PASSING YEAR** | **RESULT** |
| **S.S.C.** | GUJ. SEC. EDU. BOARD | MARCH, 1992 | 70 % |
| **H.S.C.** | GUJ. HIGHER SEC. EDU. BOARD | APRIL , 1994 | 56 % |
| **B.Sc. (Chemistry)** | GUJ. UNIVERSITY | APRIL , 1998 | PASS CLASS |
| **POST DIPLOMA IN INDUSTRIAL SAFETY** | MAHATMA GANDHI LABOUR INSTITUTE, AHMEDABAD. | NOV, 2004 | PASS CLASS |

**SPECIAL TRAINING/PROGRAMME :**

* IN AUGUST, 1995 I have passed an entrance examination conducted by school of architecture and technologies, Ahmedabad (SETA) and offered payment seat at D.C. Patel school of Architecture/Sarvaganic College of Engg. And Technology, SURAT, But, due to higher cost of the course I’ve lost it.
* Computer Hardware and Networking Training Workshop (7 days) certificates from I.I.H.T., PALDI, and Ahmedabad in year2002.
* Basic operating knowledge of Computer MS-Office, Internet, e-mail etc.
* NACE India basic corrosion workshop training

**EDUCATIONAL EXPERIENCE:**

* M/s NESSA ILLUMINATIONTECHNOLOGIES PVT. LTD

36/A, Devraj Industrial Park, Piplaj-Pirana Road, Piplaj, Ahmedabad-382 405.

Solar & AC based LED Light Manufacturing

Working a**s Tender Executive** from 3rd December, 2018 till now

**ACTIVITY:**

Tender search from various web portals for various departments, study, intimate to management, process tenders decided to participate, technical product verification from projects & design engineering department, get quotation & price, techno-commercial bid preparation, participation / submission online / offline) etc…

Data keeping & updation for ready reference for tender purpose.

* M/s CORRTECH INTERNATIONAL PVT. LTD.

22, Dhara Center, Near Vijay Char Rasta, Navrangpura, Ahmedabad-380 009.

A construction and engineering company engaged in oil & gas field with indian government (PSUs like IOCL, GAIL, HPCL, BPCL, MGL, HMEL, BGL, GSPL, GSPC Group, SGL, GGL, IGL, MNGL any many more)as well as private sector organizations ( like Reliance, Essar, Torrent any many more). A turnkey contractor for pipeline laying work and cathodic protection system.

Worked in a cathodic protection division

As a **Asst. Manager (Tendering)** from 1st April, 2007 to 31st July 2013 &

As a **Sr. Manager (Tendering)** from 1st August 2013 to 10th MAY 2018

**ACTIVITY:**

* Data keeping of companies statutory document like various orders, completion certificates, vendor / customer enlistment / registration / approval certificates / letters, various registration certificates from taxation authorities of govt. etc. (Originals with scanned data as well as in excel / word documentation)
* Preparation of vendor approval documents, correspondences with client for resolution of shortfall information / documents and finally getting approval
* Maintaining and updating vendor enquiry/tender-cum-quotation/offer/bid list as well as work order / new order booking list.
* Website searching for new / upcoming tenders / EOIs etc, downloading documents, keeping in proper folder(s), printing & study of documents.
* Preparation of pre-bid / bidder’s queries & sending to respective authority, attending pre-bid meeting, preparation of bid documents, cost sheets with respect to collected vendor quotations as per tender approved vendor list.
* Taking printout of Bid / proposal document, sign & stamped, scan, & upload on respective e-tender website of customer using digital signature & final submission of bid / proposal online.
* Digital signature certification re-validation / get new certificate from approved issuing authority, mapping on various e-tender website, resolve any errors / issues related with java / other security related issues with e-tender websites / DSC issuing authority.
* Keep updated all e-tender websites to smooth processing of e-tendering without any hurdles.
* Keep update of submitted bid status, response to client’s queries / TQ/CQ on our bid document, attending / authorizing someone to attend price bid opening, preparation of price opening summary sheet.
* Acceptance of order (FOA/FOI/LOA/LOI/PO/WO etc), move / handover the tender files (physical as well as soft folder) to concern project team, co-operation to project team for kick of meeting documentation etc.
* GST related updation / documentation with various clients as well as on client’s respective web links / websites.

As a **TECHNICIAN CUM SUPERVISOR** from 1st DEC, 2005 to 31st March 2007.

**ACTIVITY:** To train and aware the work force about safety related work procedure, safe behavior /attitude in running refinery/plant process industry. Coordinating the persons for the fail-safe, prompt, easy and right way work/activity within the plant premises. Coordinating with client & other agencies for clear work front & smooth progress of work at work site. Obtaining, maintaining & closing daily work permits at work site. Coordinating with contracts department & project of client for site related issues as well as for issuance of oders / Order amendments, payments of invoices.

* M/s BIMAL ORGO CHEM PVT. LTD.

Small scale industry manufacturing different types of MUSK.

Sarkhej-Bavla national highway No. 8, Panch Ratna Industrial Estate, G.I.D.C. CHANGODER, Opp Lakshminarayan petrol pump, Ahmedabad, Gujarat.

As an **R & D CHEMIST CUM GLC ANALYST** from 23rd September, 2003 to 30th April, 2005.

**ACTIVITY:** Research and development chemist cum analyst and Gas Liquid Chromatography Analytical Testing on High profiled computerized Test Equipment. Laboratory banch operation for R & D of new product, problems cause in running patch production stage in any stage of plant process. Views on minimization of process/batch failures by best utilization with minimum cost of the time, money, manpower.

* M/s. RAVIRAJ FOILS LIMITED.

Survey No. 169, P.O. Chharodi farm, Tal-SANAND, Dist-Ahmedabad- 382 170. INDIA.

As a **QUALITY CONTROL SUPERVISOR** from JAN, 1999 to NOV, 2001.

**ACTIVITY:** Daily test of cold rolling milling machine coolant oil for purity, ash content, flash point, soapnifiation test, dour test ete. Raw material like HDPE, LDPE, Higher Gauge Aluminums Coil standardization test. Each and every stage of the process material must checked before it can be used for the next stage and so that the whole process flow maintained failsafe tolerable standard by labeling them of different colour code of quality grade and defect. Final products cross check test method developed. Test certifications for Controlled and Assured Quality of the final goods.

**PERTICULARS OF EXPERIENCE DURING STUDY :**

From MAY, 1994 To Nov. 2004 worked in field of customer service business (Media & Television Cable Network Service) as technician, payment collection Clark in part/spare time activity of 400 customer populations. At there my aim to satisfy customer by providing them instant service against their complaints about the reception quality of the channel package. The entire cable network is repaired, monitored, modified and maintain so that the quality of the package is maintained good and improved and the cost for it is minimized. Making longer, healthy by customer relationship is our final goal.

**LANGUAGE KNOWN:**

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| **LANGUAGE** | **SPEAK** | **WRITE** | **READ** |
| GUJARATI | YES | YES | YES |
| HINDI | YES | YES | YES |
| ENGLISH | YES (NOT FLUANTLY) | YES | YES |