**MITTAL DIXIT**

**Email: meetadixit2016@gmail.com**

**Communication Address :-**

**B/1 AMAR TENMENTS,**

**BEHIAND BHUTBHAVANI TEMPE,**

**VEJALPUR, AHEMEDABAD - 3800051**

**M. 7984059665**

**Career Objective:**

Seeking a position to utilize my skills and abilities in the Information Technology Industry that offers Professional growth while being resourceful, innovative and flexible.

I aspire to join an organization that would enhance my potential by offering me a chance to apply my knowledge. With my aptitude for applying it skills in business application and passion for hard work and ingenuity I would my best in any project assigned to me by your esteemed organization.

**Work History**

**1. TIM ENGINEERING**

Administration Executive – April-2010 to March-2012

**2. NAVKAR TRANSCORE PVT LTD**

Sales Coordinator – April-2012 to December-2015

**3. VIRGO PHARMACITUCUL PVT LTD**

Administration Executive – February -2016 to till date

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|  | **Work Experience** | |  |
| **1. NAVKAR TRANSCORE PVT LTD** | |  | |

Navkar Transcore Pvt Ltd (NTPL) is an Electrical Electronics in India which

manufactures Transformer Lamination, Distribution and Power Transformers.The

company to supply more than 30000MT per annum. Thé quality management has been accredited ISO 9001 :2008 by world leading renowned DNV-Netherland.

**AHMEDABAD-METODA**

Designation: - Sales Coordinator (Dept-Sales & Logistics Co-ordination) Duration: -April-2012 to December-2015

**Job Profile**

1. To receive the order from sales dept and to check the drawings with purchase orders and finally making job card.
2. To update the pending order sheet and making machine wise production planning sheet.
3. To maintaining Pending order sheet and to provide the delivery dates to sales dept on daily basis.
4. Arrangement of online road permits from customer through email and offline road permits from sales dept and fill up the details as per invoice at the time of dispatch.
5. To make test certificate and sending it to sales dept along with dispatch detail and vehicle
6. To provide dispatch intimation to production, packing and logistics department before 24hrs of dispatch.
7. To provide dispatch details of materials to sales and marketing department after final dispatch.
8. To update sales file and sending it to Sales dept. on daily basis.
9. To update delay dispatch and customer complaints register and analysis of the same on monthly basis.
10. Making commercial invoice and packing slip in case of export.
11. Arrangement of necessary documents and sending it to H.O in case of LC payments.

**2.TIM ENGINEERING TECHNOLOGIES**

Tim engineering Technologies Ltd has ventured into the business of Pre-Engineered steel buildings and structures. TIM at present has a combined manufacturing facility for 72,000MTPA of Pre-engineered steel structures / buildings (PES or PEB).

**AHMEDABAD-CHANGODAR**

Designation: - Administration Executive

Duration: -April-2010 to March-2012

**Job Profile**

1. **Reception Management**
2. Mess/Pantry Management
3. Security Services Planning - security personnel Planning on weekly basis
4. Fax, Mails (Courier & Post) and Emails.
5. Electricity/ Telephone/ Mobiles & other bills
6. Maintenance of office equipments (Furniture, Air Conditioners, Lights, DG Set,
7. Computers/ UPS / EPBAX etc.,
8. Stationary & Printings :Stationary procurement, courier management, employee related activities
9. Placing order of stationery based on requirement.
10. Development various admin systems & procedures for smooth operations at base office
11. Looking after Man-power of contractor’s and attendance system of Jubilant staffs at Base office.
12. **House Keeping**
13. Ensure that housekeeping contractor maintain the office in neat & clean

conditions.

1. Ensure that proper housekeeping material is used.
2. Develop system & processes for regular housekeeping.
3. **Transportation / Travel Desk**
4. Transportation Management and co-ordination.
5. **Party / get-to-gather /Event Management**

1. Arranging & giving instruction to various parties

1. **Vendor Management**
2. Handle entire sourcing process right from vendor identification to finalizing
3. Purchase order
4. Procurement of stationery and accessories
5. Coordination with vendors for all commercial aspects
6. **Vendor / Party Payments / Petty Cash**
7. Log in & monitor all routine payment related to administrative services.
8. Timely payment after proper recording & delivering to vendor.
9. Timely invoice verification, Timely payment of utility & other bills
10. Petty cash and expanse management.
11. **VIRGO UAP PHARMA P.LTD**

**MORAIYA**

**JOB PROFILE**

* Recruitment activity, probation/confirmation/extension letter, service certificates etc.
* I am looking leave updation,time keeping preparing absenteeism report etc
* Training and development (co-ordination for internal and external traing)
* I am looking housekeeping ,foreign/domestic visits, transportation, security, bill passing of all contractors(like labour,security)
* Daily contract man power (skill and un skilled) supply various department
* To receive the instruction from chairman and managing director
* Handling all staff and labor data bank and completion of joining formalities as per the check list
* To do manpower planning as per the recruitment plan agreed along with business heads
* To generate daily labor reports ,staff attendance ,regularization ,overtime, absenteeism etc

**EDUCATIONAL QUALIFICATION:**

Human Resource Management from GLS College, Year-2007

Master of Social Work from Bhavnagar University, (MSW) Year-2005

Graduation (BA.- Specialization in Sociology) from Gujarat University, Year-2004.

H.S.C. (10+2) from Saraswati Vidya Mandir Gandhinagar Board, Year-2001.

Secondary (10th) from Gandhinagar Board, Year-1999

**Operating System**: MS-DOS, MS-OFFICE, INTERNET, ORACLE AND SAP

**Languages Known**: Hindi, English, Gujarati (Read, write, speak)

### SOFT SKILS

* Achievement Oriented
* Team work ability
* Fast learner and Progressive
* Committed to maintain quality and efficiency

**PERSONAL DETAILS-**

**Name : Mittal Dixit**

**Date of Birth : 30th July 1984**

**Permanent Address : B/1, Amar tenements , behind butbhavani temple, vejlpur, Ahmadabad - 3800051**

**Religion : Hindu**

**Nationality : Indian**

**Marrital Status : Unmarried**

**Date: (Mittal Dixit)**