

**Hetvi D Patel.**

Mobile No.:+91- 8866822182

E-Mail: patelhetvi230223@gmail.com

A-304, Vishveshwar Flats, opp. Menerav Hall, Nr.

Nilkanth Mahadev K.K Nagar, Ghatlodia, Ahmedabad.

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## CAREER OBJECTIVE

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To secure challenging position in a globally competitive environment where I can effectively utilize my skills and abilities for the professional growth by contributing to the academic goals.

## EDUCATION

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Course	Branch/College	University	Year of Passing	Marks
B.E.(Civil)	Silver oak College of Eng. & Tech.	GTU	2019	8.20 CGPA
HSC	Nelson high School	G.S.E.B.	2015	63.00%
SSC	Little flower School	G.S.E.B.	2013	85.00%

## ACADEMIC PROJECTS

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### ➤ Project#1:

Project Title : Structure failure and its preventive measure

Company : Shivalik Avenue

Duration : 6 Month

Description : Residential and Commercial Building Started with Foundation

: Oversee construction and maintenance of facilities

: Conducted site survey with seniors and analysing data to execute civil Engineering projects

: Assisting seniors in forecasting the cost, quantity and budget of equipment, Manpower and labour.

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## WORK EXPERIENCE

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### 1) COMPANY NAME:- Maruti Construction

DURATION :- June 2019 to November 2020

POSITION :- Billing & Estimation engineer

DESCRIPTION : Preparing bills for payments and estimating quantities & order of materials for construction.

- Inspecting the work as per architectural & structural drawing and maintaining the record of inspection.
- Record of executed work i.e. reports after execution, daily progress report.
- Maintain work progress at site with emphasis on quality of work
- Rate analysis
- Get bills certified from clients

### 2) COMPANY NAME :- Crown Puretech

DURATION :- December 2020 - October 2021

POSITION :- Business and Project Management Executive

DESCRIPTION :- Preparing Auto Cad Drawing as per actual site condition and client requirement, Planning for execution and preparing bills for the same.

- Inspecting the work as per architectural & structural drawing and maintaining the record of inspection.
- Record of executed work i.e. reports after execution, daily progress report.
- Maintain work progress at site with emphasis on quality of work
- Rate analysis
- Get bills certified from clients

### 3) COMPANY NAME :- My Class Campus (Education ERP)

DURATION :- October 2021 - January 2022

POSITION :- Associate Client On Boarding (Customer Relationship Management)

DESCRIPTION : Providing detail knowledge to the client about the software, solving queries, client's data uploading into the ERP, Creating certificate and website, Updating the data, Interacting with the client in case of any queries.

- Giving the over all knowledge to the client and collecting the data from them and segregating it and then uploading the same into ERP
- Creating certificate as per the client's Requirement
- Creating Website for the client as per the requirement

#### 4) COMPANY NAME :- Teachmint (Education ERP)

DURATION :- January 2022 - Present

POSITION :- Associate Client On Boarding (Customer Relationship Management)

DESCRIPTION :- Providing detail knowledge to the client about the software, solving queries, client's data uploading into the ERP, Creating certificate and website, Updating the data, Interacting with the client in case of any queries.

- Giving the over all knowledge to the client and collecting the data from them and segregating it and then uploading the same into ERP
- Creating certificate as per the client's Requirement
- Creating Website for the client as per the requirement

**Note:- My class campus was acquired by the Teachmint so the position and work was same as the previous company**

#### SKILLS

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- Structure Designing.
- Well verse with Auto Cad
- Good problem solving skills
- Excellent knowledge of Core Subjects
- Good Knowledge of basics computers , MS Office and internet
- Natural leadership and teamwork skills

#### STRENGTHS

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- Hard Working and Optimistic.
- Sincerity
- Quick adaptability to challenging situations
- Strong commitment to Work.
- Ability to grasp the new skills

#### PERSONAL DETAILS

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Name : Hetvi N Shah.  
Date of Birth : 26<sup>th</sup> September 1997  
Nationality : Indian.  
Gender : Female.  
Linguistic Abilities : English, Hindi & Gujarati

## **DECLARATION**

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I hereby affirm that the facts declared above are true to the best of my knowledge and conscience.

Date: 11-05-2023  
Place: Ahmedabad

Yours sincerely  
Hetvi D Patel.