Hitesh K Chavda
"Yes…I can…"
Mobile -**9558889377**
chavdahitesh889@gmail.com

OBJECTIVE

To Make Positive Contribution As Part Of Your Dynamic And Well Reputed Organization In A Position Where My Abilities, Technical, Management, Decision Making And Communication Skills Will Be Appreciated And Enhanced.

Personal Details:

- **Date of Birth**   :   May 03 , 1992
- **Gender**   :   Male
- **Marital status**   :   Married
- **Personality**   :   Dynamic
- **Religious**   :   Hindu
- **Nationality**   :   Indian

Address:-

 202 S/F Kajal Appartment, Near Hingalaj Mata Mandir Road,India Colony Thakkarbapa Nagar,Ahmedabad

Managerial Competencies

• Problem Solving

• Team Building

• Data Management & Interpretation

• Ambitious, Hard Working,

• Energetic And Well Disciplined.

• Positive Thinking

• Self-Motivated And Flexible

• Good Communication Skills

• Soft Spoken

Career Highlights

Organization: - Shree Ram Manufacturing & Co.
Designation: - Back office Executive
Duration: - 15 April 2015 To 30 Nov 2016

Organization: - RBZ JEW PVT LTD
Designation: - Back office Executive
Duration: - 1 Jan 2017 To 31 Aug 2022

Key Responsibilities:

Shree Ram Manufacturing & Co.(Ahmadabad,C G Road)

• Deposit The Metal That The Merchant Gives You Every Day.
• Melting the Metal and Then Touch it.
• After Touching the Metal, give That Metal to the Craftsman with Whom the Work is Going on.
• When The Craftsman Brings The Product, The Weight Of How Many Grams Of The Product Is Added To The Craftsman's Account.
• To Account For The Work Of The Craftsman Every Week
• After Preparing And Giving The Product Of Their Order To The Trader Who Has The Order, The Account Should Be Taken
• Keep Track Of How Many Grams Of Metal The Merchant Gave And How Many Grams Of Product We Made And Gave.

KEY RESPONSIBILITIES:

RBZ JEWELLERS PVT.LTD (Ahmadabad S G Highway)

ORNET SOFTWARE

• All Stock Handling.
• When The Product Is Made, Add It To The Software And Create A Tag, Then Scan The Product.
• Create Daily Sales Bill In Ornet Software
• The Product That Has Been Returned Can Be Returned In The Product Ornet Software.
• Make A Final Sheet About The Party Of Products That Are Sold Every Day.
•When The Sold Product Comes In For Repair, Repair Voucher Is Created And Given To The Product Production

• When the Product is Repaired, Delete the Repair Voucher in the Software, Create a Sales Bill and Return the Product.
• At The End Of Each Month, How Many Sales Have Been Made And How Much Return Has Been Given.
• To Create Job Cards In The Software And Mail Them To The Production Which Comes In Every Day.
• When The Product Of The Order Is Ready And Arrives, The Product Of The Order Has To Be Dispatched About The Job Card.
• Daily Order Follow Up

EDUCATION

• 10thPass out from Gujarat Higher secondary board, Year 2007 (52.00 %)
• 12thPass out from Gujarat Higher secondary board, Year 2009 (62.43 %)
• BBA Pass Out From HNGU Patan,Year 2012 (51.40 %)
• MBA Pass Out From Gujarat Technological University,Year 2014 (7.66 CPI %)

FINANCIAL EXPERIENCES (PROJECTS)

•Analysis of Financial Statement ((Financial Analysis)
• Prepared the project on DUDH SAGAR DAIRY MAHESANA.
• Prepared the project on GOKUL REFOILS & SOLVENT LTD.

SUMMER INTERNSHIP PROGRAM:-

• **COMPANY**   **:** MOTILAL OSWAL SECURITY PVT LTD.
• **SIP PROJECT:** I Have Prepared A Research Report On **"**A Study Of Customer Awareness Of Commodity & Currency Market In Mehsana"

COMPUTER SKILLS

 • Sound Knowledge of Ms-Word, Ms- Excel, Ms-Power Point.
 • Well Experienced In Using Internet And Able To Use Software Implemented By Company.

HOBBIES

Reading
Cricket
Learn New Things
Public Speaking

STRENGTH

Learning Attitude
Creativity & Innovation
Proactive Thinking
Focused & Accountability
Logical & Analytical

DECLARATION:

I Hereby Declare that the above Particulars are true and Correct to the best of my Knowledge and Belief and in the Event of any Information Being Found False or Incorrect, my Candidature Will be Liable to be Canceled.

SIGNATURE OF CANDIDATE

DATE   :_____   CHAVADA
HITESH