

## **C.V.**

Job Profile : Admin Assistant  
Back Office Assitant, Office  
Cordinator, Office Assistant.



**HASMUKEH R VAGHELA**



HASMUKH RAMESHBHAI VAGHELA  
ASSISTANT – Customer Support Dipartment.

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### Career Objective

- To be a part of innovative company and environment, where I can use my knowledge & experience for the growth of the same.

### Address

- 143/112 Sardars chawl,  
Bh. Zulta Mnara,  
Gomtipur,  
Ahmedabad  
Gujarat.380021.

### Personal Information

- Date of Birth : 08/09/1988
- Gender : Male.
- Age : 25 Years.
- Marital Status : Married
- Nationality : Indian.
- Religion : Hindu.
- Language Known : Hindi, English, Gujarati, Marathi.
- Height : 5ft.2inch.

### Academic Qualification

Examination	Institution & Board	Month / Year
S.S.C.	GSEB	March -2004
H.S.C.	GHSEB	March -2006

### Graduation Details

Examination	Institution & Board	Month / Year
B A	GUJARAT UNIVERSITY	April- 2010
COPA	ITI Gujarat	July-2007

### Computer Skill & System Knowledge

- MS OFFICE, Internet
- Working With **ERP System ( J D EDWARD)**
- Sales Force (Service max & Field service Lightening )

### Current Working

Ferromatik Milacron India Pvt.Limited (Documantation Assistance) from November 2013 to till date.

## About the Company

**Ferromatik Milacron India Pvt.Ltd.** is one of the strategic & important manufacturing bases of Milacron Inc. USA, the global leader in plastics processing machinery and manufacturing technologies. With over 20 years of manufacturing experience of Milacron Inc., we bring world-class technology and innovation at your doorstep, helping plastic industry to stay competitive in the ever-demanding global market.

## Nature of Works

- Responsible for Daily Invoice entry in Servimax company sales force software.
- Responsible for all relocation machine detail to updated in system.
- Responsible for Physical file record.
- Responsible record of Machine Back up Transfer e.g. factdata software etc.
- Responsible Backup upload in Service portal software it is easily helpful to service engineer.
- Responsible Tools sending to our region office for service purpose in field.
- Responsible for issuing and keeping record of returnable and non-returnable gate passes for materials In-Out.
- Support to service engineer by call and email communication for documentation and system regarding issues.

## About the Previous Company

**ISRO SAC Ahmedabad** is India largest space research center. It is central government center.

## Working Experience

### Previous Work Activities

**ISRO SAC On contract with Softage info tech Ltd.** (As a **Personal Assistant.**) From Feb 2012 to August 2013

- Responsible for devising and maintaining office systems, including data management and filing for the Group Head.
- Dealing with incoming email, faxes and post, often corresponding on behalf of the group head.
- Responsible for issuing and keeping record of returnable and non-returnable gate passes for materials In-Out.
- Responsible for granting permission to SAC and issuing entry pass for Visitors.
- Responsible for maintaining leave data base of group members.
- Responsible for arranging travel and accommodation for the same.
- Responsible for TA/DA Settlement of official tour, foreign tour, LTC tour.
- Responsible for maintaining stores-items and office files as required for the group head/members

I have also experienced work of ESIC. I have a totally knowledge of ESIC online application. Because I have worked with six month in ESIC on contract with Rachna Computers Ahmedabad.

P.T.O.

## Strength and Summary

- ❖ Good Listeners
- ❖ Can adopt good thing, attitude, from others try quickly.
- ❖ Group Work
- ❖ Self motivated
- ❖ Innovative
- ❖ Time Management
- ❖ Believe in quality work rather than quantity work
- ❖ Dynamic and result oriented professional almost in overall execution work for Managers
- ❖ Provide administrative support to the managers in all kind.
- ❖ Supports the above to perform their responsibilities in an organized and timely fashion which is consistent with the operating practices within the organization

## Hobbies

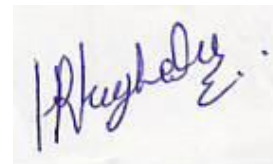
- Traveling.
- Carom and cricket
- Reading News Paper

I assure you that if I am given a chance to serve your concern; I will work with full dedication, zeal and up to your highest satisfaction.

Current Salary CTC 4.20 lac/annum

Expected salary CTC 5.50 lac/annum

Yours Faithfully,



**Hasmukh R Vaghela**