

Saraswati Nagar Soc  
IOC Road Chandkheda  
+91- 7405-679-859  
hitesh.kapadiya94@gmail.com

# HITESH KAPADIYA

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## Career Objective

To put all my efforts and knowledge to ensure the best output and to make the organization reach a great position, I work with.

## PROFESSIONAL SKILLS

- Team Management
- Leadership skills

## EXPERIENCE

- I have worked in the DB corp Ltd. As a computer operator.
- I have worked in the vsoft Technologies pvt ltd As a computer operator.
- I have worked in Reliance Communication As a Sales coordinator in which I handle 5 cities Ahmedabad, Rajkot, Surat, Baroda, Jamnagar.
- I have worked at IndiaBulls Pvt Ltd. as a BDE in Ahmedabad.
- Currently I am working in **Udaan Pvt Ltd(B2B)** as a Business development officer from March 2019.

### Work Description

- New Onboarding
- Application installation
- Increase business from existing customers for the lifestyle category.
- Resolve customer complaints.
- Daily Visit 15 Customers at their Shop.
- Daily reporting and attending Daily conference calls
- Manage team and give training to new employees in ahmedabad.

## EDUCATION

**2016, RC College Ahmedabad**— T.Y Running

**2011, XII**— With 62% Gandhi Vidyalaya, Asarwa, Ahmedabad

**2009, X**— With 50% Gandhi Vidyalaya, Asarwa, Ahmedabad

## **Skills**

- Languages: Hindi, Gujarati, English.
- Ms office: Pivot table, vlookup

## **Extra Curricular Activities, Hobbies and Interests**

- Active member of all the games teams at school.
- Actively participated in curricular activities at college Level.
- Listening to music, watching movies and Net surfing.
- Playing cricket and outdoor games.

## **Personal Details**

- **Date of Birth** : January 27th, 1994
- **Father's Name** : Mr. Vinodbhai kapadiya
- **Nationality** : Indian
- **Sex** : Male
- **Marital Status** : UnMarried
- **Language Proficiency** : Gujarati, Hindi and English

## **DECLARATION**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

PLACE: Ahmedabad

**Your Sincerely,**  
Hitesh Kapadiya