

Harshad.K. Patel

In Brief:

- To achieve the aims of organization, I will work in all genuineness and increase my impressive value to the company by mounting my knowledge on a continue basis

Experience - 1

Data Expert Pvt Ltd (Globexel) : March 2010 to April 2011

Job Responsibilities

- Web Search
- Collecting All Type Of Companies Data From Net Like, How Many People working in Company, Board Of Direct Directors Name, Chair Person Name, Competitors Of Company, Financial Year Revenue.
- After Collected All Data We Put in Company Software

Experience - 2

Ascendum KPS Pvt Ltd. As a Process Associate in Hitachi Inbound Process : March 2013 to August 2014

Job Responsibilities

- Customer Case Executive
- Registered Complain of Customer Product.
- Coordinate with Workshop And Resolve Complain In Maximum Two Days

Experience - 3

Landmark Insurance Broker Pvt. Ltd Operations Department As Senior Executive: From Aug-2014 to At Present.

Job Responsibilities

- Policy Issuance Of All Insurance Company.
- Coordinate with Branches for Policy Issuance.
- Sending Dailey Basis Business Report To Sales Manager.
- Dailey Basis Chq Forwarding Report sending to the My Manager

Educational Qualification

Qualification	Year Of Passing	percentage	Board/ University
S.S.C	Mar-03	57.86	GSEB
H.S.C.	Mar-05	59.67	GSEB
T.Y.B.A	Mar-08	47.22	HNGU
P.G.D.C.A	Jun-09	60.45	K.S.V (G'nagar)

Personal Details

Date of Birth : 7th Jan 1988
Address : 246, Gajraj Park Society
B/h. Silver Star Plaza,
Chandlodia Ahmedabad
Ahmedabad 380061
Gujarat
Mobile Number : +91-9725951443
E-Mail Address : patel.harshad534@gmail.com
Marital Status : Married

Personal Interest:

Traveling, Cricket, listing song

Language Command

English, Hindi, Gujarati

Refference

Will be furnished as per requirement

Other Skills:

- Ability to learn: Working with full dedication towards meeting the new challenges in life is my style of working.
- Planning and Organizational Ability: I am a systems oriented individual. I follow a planned to approach and my style of functioning is one action by anticipation rather than firefighting.
- Friendliness, Dependability, Good team worker, Deadline oriented.
- Quick adaptability and sharp grasping power

The above details are true and correct to the best of my knowledge and belief.

Yours faithfully,
(Harshad K. Patel)