| **PHILOSOPHY** | To get associated with an organization that can provide challenging environment, where I can give my best of efforts in collaborating with the management and peers, strive hard to meet the organizational goal, which will also enhance my personal development and offer me an equal opportunity for professional growth. |
| --- | --- |
| **BIRTH DATE/PLACE** | 06th August 1986, Ahmedabad |
| **NATIONALITY** | Indian |
| **GENDER**  Male | |
| **MARITAL STATUS** | Married |
| **EDUCATIONAL QUALIFICATION** | * **SSCE**   2001 – GSEB – 91 %   * **HSCE**   2004 – GSEB – 66 % |
| **EXPERIENCE** | **Since 2004 working as proprietor at M/s. Mittal Travels, C.T.M , Ahmedabad**   * End to End Accounting * Proper analysis and verification to ensure data integrity * Storing correct information in the desired database locations * Completion of the required task within the desired deadline * Taking proper back-ups to insure data safety * Creating all relevant reports and * Manage additional responsibilities including troubleshooting, file back-ups, regular updating, and retrieval of data, as and when required. * Maintain confidentiality regarding the information being dealt with. * Manage Transportation & Logistics Department. * Dealing with hoteliers & suppliers. * Make itineraries as per customer requirements. * Online Ticketing & Reservations. * Having good knowledge about vehicle rental service.   **Business Development Executive 2003-2004**  **L.M.Media Enterprise,Ashram Road, Ahmedabad**   * **Marketing & Field work regarding advertising for our online website**   **Works as Insurance Advisor 2006 to present**  **▪️BAJAJ ALLIANZ LIFE INSURANCE** |
|  |

| **IT Exposure** | * MS Office * Email Drafting * Net , Surfing , Searching |
| --- | --- |
| **LANGUAGES KNOWN** | English - Read - 100% ,Write - 80% Speak - 65%  Understand - 80%  Gujarati - Read - Write - Speak - 100%  Hindi - Read - Write - Speak - 100% |
| **SKILLS** | * Highly enthusiastic * Quick learner * Disciplined * Devoted towards work * Good Communication Skills * Ready to travel anywhere for work * Honest n loyal with work n company |
| **HOBBIES** | Music, Net Surfing, Reading , Travelling |
| **SALARY** | As per noum n As per Qualification |

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hardik Rajput.** Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_