***CURRICULAM VITAE***

# *RAHUL MORE*

*723/Mahadev nagar-1,* Navagam jakatnaka,

*Udhna, Surat, Gujarat. (India)*

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# *CAREER OBJECTIVE:*

* *Seeking a responsible and challenging career in a progressive organization, which encourages the employee’s contribution towards achievement of the objective of the company as well as the employee’s personal and professional growth.*

# *PROFESSIONAL EXPERIENCE:*

## *MASTERMIND TRAINING & CONSULTANCY SERVICES PVT. LTD.*

*Sosyo Circle, Bamroli Rd, Surat, Gujarat. (India)*

***As a HATS (HUMAN ASSET TRAINING SOLUTION) Service Coordinator, since 4th November,2016***

***JOB PROFILE:***

* *Fulfilling all requirements regarding HATS training for MSME Entrepreneurs.*
* *Communication with trainers and scheduling their training sessions.*
* *Managing events of different HATS Training sessions.*
* *Analyzing & reviewing trainers during sessions.*
* *Creating presentations & checking them thoroughly for various training programs.*
* *Uploading all documents regarding all training sessions.*
* *Managing attendance and their regularity.*
* *Individual reviewing of staff after each sessions.*
* *Presenting PPT among the office staff on various topics, once in a month.*

## *TRANSIT GEO SYSTEM INTEGRATORS PVT LTD.*

*Udhana Magadalla Road , Surat, Gujarat. (India)*

***As a Project Coordinator in Project Dept. for Nine Months.***

***JOB PROFILE:***

* *Handling projects and their financial Limit.*
* *Assigning Complaints to the Engineers.*
* *Taking feedback from customers and checking their requirements.*
* *Creating good relations with customers.*
* *Clearing Engineers voucher amounts cross checking.*
* *Managing all documents of Project.*
* *Handling Engineers attendance and requirement at the site.*
* *Fulfilling Engineers requirement for materials.*

## *PARIKH ASSOCIATE.*

*Karelibaugh, Vadodara, Gujarat. (India)*

***As a Automobile Insurance Surveyor from Jan 2015 to May 2015.***

***JOB PROFILE:***

* *Working on renewal of insurance and survey.*
* *Responsible for doing work in minimum time period and data uploading.*

## *HEXXA GEO SYSTEM INTEGRATORS PVT LTD.*

*Udhana Magadalla Road , Surat, Gujarat. (India)*

***As a Service Coordinator in Service Dept. from September to May.***

***JOB PROFILE:***

* *Handling toll free number of service calls on service desk by mail or telephone.*
* *Lock Complaints for customer’s problems.*
* *Assigning complaints to the Engineers.*
* *Taking feedback from customers and checking their requirement.*
* *Creating good relations with customers.*
* *Clearing Engineers voucher amounts cross checking.*
* *Managing all documents of customers (AMC, Warranty)*
* *Handling Engineers attendance and managing AMC sites by fulfilling engineers requirement at the site*
* *Fulfilling Engineers requirement for materials.*

# *HIGHPOINTS OF QUALIFICATIONS:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Sr.***  ***No.*** | ***Examination*** | ***University / Board*** | ***Year of Passing*** | ***%*** | ***Grade / Class*** |
| *1* | *Diploma in Electronics &*  *Communication Engg.* | *GTU* | *2016* | *Pass* | *-* |

***EXTERNAL CERTIFICATES :-***

***-Vocational Training At Doordarshan Regarding Television Transmission System.***

***-Present Running CCNA From Sun-Infotech***

***PERSONAL DETAIL:***

*Date of Birth : 18th May, 1992*

*Nationality : INDIAN*

*Marital Status : Unmarried*

*Languages Known : English, Hindi, Gujarati and Marathi*

# *HOBBIES & INTERESTS:*

* *Novel Reading*
* *Numerology*
* *Body Language*
* *Philosophy*
* *Travelling*
* *Seeking for new challenges*

# *DECLARATION:*

*I hereby declare that the above mentioned information is true to the best of my knowledge.*

*Yours faithfully,* Rahul More,

*Place:- Surat ,Gujarat, India.*