

HARDIKS.DAVDA

Objectives:

“To Grow In The Organization And See The Organization Grow”.

To work in a professional environment in which I can grow along with an organization and to utilize my skills in the process to add value to myself and the organization with which I am associated.

Educational Qualification:

Course	University	College / School	Year of Passing	Percentage
B.C.A.	Saurashtra University	Well-Known College of Computer Science	2012	59.00 %
H.S.C.	G.H.S.E.B.	Masum Vidhyalaya	2009	48.33 %
S.S.C.	H.S.E.B.	Jawahar Vidhyalaya	2007	47.08 %

Project Report:

Company	Topic	Duration	Course
Spire Systems, Rajkot	“An Application for the Service Management Systems”	2 Months	B.C.A. Sem.-5
Logiciel Informatics	“CRM Sales Smart”	6 Months	B.C.A. Sem.-6

Computer Knowledge:

- MS-office & well versed with the operating knowledge of computer.
- Internet computing.
- Hardware & Networking (Basic).
- Languages: C, C++, VB, HTML, ASP.Net, C#.Net
- Basic knowledge in CorelDraw, Page Maker & Photoshop.

Current Employer:

I have 13 months Experience from 7th Sep. 2015 as Branch In-Charge (Senior Operation Executive) in Accenture Services PVT LTD for Janalakshmi Financial Services LTD.

Experience:

I have 01 year & 11 months Experience from 6th Nov. 2013 to 6th Sep. 2015 as Branch In-Charge (Operation Executive) in Janalakshmi Financial Service LTD.

I have 05 months Experience from 8th Nov. 2012 to 31st March 2013 as a MRC Coordinator in Learning Center Department – Reliance Industries Ltd (Chehar Consultancy).

I have 06 months Experience from 1st May 2012 to 31st Oct. 2012 as a Teaching Assistant come Lab In-Charge in CE/IT Department – School of Engineering, RK University.

Job Roll in Current Organization:

- Co-ordinate with Central Operation Team.
- Preparing Daily & Monthly MIS reports.
- Ensure adherence of policies at all parameters.
- Through checking of all customer's KYC details & ensure the data is complete and relevant.
- Designing Standard Operations Procedures (SOP's) for complex tasks & evaluate them by their performance.
- Interacting with Support functions for staffing & scheduling requirements, performance reporting, etc.
- Managing & monitoring the performance of teams.
- Performance Management, Motivating team members by nominating them for rewards & recognition.
- Has gained hands on experience in "Flexcube" (Core Banking Solution provided by Iflex Solutions), Cash In- Collection, Disbursement, interface manager and report manager modules.
- Had gained good understanding of Financial modelling using Ms-Excel and well versed with Ms-Office applications.

My Work Performance in RKU:

	Activity / Experience
Departmental Level Duties	Daily Attendance Entry on ERP Portal on RKU Intranet Site, Lab Manuals on C, C++, Java, Oracle, Network Administration in Mech. Dept. School of Engineering
College Level Duties	Examination Supervisions: 2 nd Sem. MSc.IT Reg. & Rem. RKU 2012, 8 th Sem. BE Reg. GTU 2012, 2 nd Sem. BE Reg. RKU 2012, 4 th Sem. MSC.IT Reg. & Rem. RKU 2012, GCET 2012
University Level Duties	Designing of University's Confidential Work: Main Answer Book, Supplementary, Hollow Stickers, Answer sheet Cover Packet, Letter pad notice

Personal Details:

Name : Hardik Sureshbhai Davda

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1, Sivam Society,
Satyam Colony Road,
Jamnagar – 361 006.

Contact : M. +91 96625 66878, 74054 91508

Birth Date : 12th April, 1992.

Gender : Male

Nationality : Indian

Marital Status : Single

Hobbies : Participate in Social & Cultural activities, Traveling, Listening Music.

Skill : Motivated, enthusiastic & interact & co-ordinate with people.

Region : Hindu (Black Smith)

Language Known : English, Hindi, Gujarati.

E-Mail : hardikdavda2010@gmail.com

Declaration:

I hereby declare that all information given above is true and correct to the best of my knowledge and belief.

Date : 02/10/2016

Place : Rajkot

(Hardik S. Davda)