

Curriculum vitae

Parth S. Suthar

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Career Objective

- To produce outstanding result for organization by applying my professional skills and aptitude to the best of my ability and thereby ensure steady mutual growth.
- An out-of-the-box thinker with a flair for identifying & adopting emerging trends & addressing
- Adeptness in providing guidance and leadership to staff in accordance with specified program objectives
- Exceptional communication, presentations & mentoring skills with distinguished abilities in leading teams

Personal Details

Date of birth: 21-08-1993

Languages known: English, Hindi, and Gujarati

Address: C-154, Jogeshvari Soc,
Nr,wonder point,
Amraiwadi, Hatkeshvar,
NH-8 CTM,
Ahmedabad-380026

Gender: Male

Nationality: Indian

Marital status: UnMarried

Work Experience

Company Name: Hi-Tech Outsourcing Services(2.7 Years_Running), Dharti Infotech Pvt Ltd

Designation: Programmer, BPO Department in Process Associate

Key Responsibilities

- Responsible for coordinating with the existing company work.
- Taking work of the any project from the Jr Employee.
- Updating work process about the internal communication and group discussion.
- Industry requirements to achieve organizational objectives and profitability norms.
- Analyzing business potential, implementing plans to drive sales, supplementing turnover and achieving desired targets.
- Solving the problem and queries of any project work.
- Searching for Email searching ,web searching and company product collection in excel sheet
- Giving all the details of the company to the client feedbak.
- Mapping client's need, identifying improvement areas and implementing measures to maximize customer satisfaction levels.
- Meeting dealers on daily basis and helping them in finding customers.
- Making daily Email reports and sending them to the Team Leader.
- Attending meetings and internal communication in project related.

Academic Details

- BCA from P D Pandya Institute Of Computer Application College in year 2014.
- Higher secondary passed from Sharda Vidhya Mandir School in year March-2011 with 66 %.
- SSC passed from Sharda Vidhya Mandir High School in year March-2009 with 55.08 %.

Computer Skills

- Programming Languages:- .Net, C
- Operating Systems : Windows XP, MS-DOS
- Packages : Microsoft Office
- RDBMS : Oracle,MS-SQL server
- Creating the Desktop Application(Software).
- Basic Hardware knowledge
- Create Database in SQL,Access and Oracle.

Hobbies

- Reading.
- Cricket.
- Net Surfing.
- Watching TV

Declairation

➤ I hereby declare that the information given above is true to the best of my knowledge & belief.

Your's Faithfully
PARTH SUTHAR