

CURRICULUM VITAE

JITENDRA VIKHAR	Objective:
Email : jitendravikhar888960@gmail.com Mobile No : +917000051124, +918889607708 Permanent Address: 6/3, SHANKARGARH, BALGARH, DEWAS (M.P.)	To give my level best performance in all the future endeavors and aligns myself to the need of the organization/company.
PERSONAL DATA	Personality Skills:
Father's Name : Late KAILASH VIKHAR Date Of Birth : 16/04/1993 Sex : Male Nationality : Indian Marital Status : Unmarried Languages Known : English, Hindi, Marathi	Humble, responsible, optimistic, ambient, dedicated, persuasive, leadership, reliable and always ready to achieve new heights of success.
Work Experience:	

- Pursuing web Development & programming from Projection Institute, Dewas.
 - a. HTML
 - b. CSS
 - c. Bootstrap
 - d. Python
- Also currently working as Field Supervisor (FS) in Delhivery LTD. Dewas.

Responsibilities :-

- a. Office opening at early morning & do regular Audit of all shipments laying at office than share audit report to senior.
- b. Parcel unloading, Loading & dispatch FM, LM & RT shipments in early morning.
- c. Clear all shipments from dashboard.
- d. Tracking FEs & help them if any trouble or doubt on field.
- e. Solving trouble related to any shipments (if damage or doubtful shipment received than report to CS & security team to solve the cases on priority)

- f. Closing of DR Sheets, Cash collecting from FE & counting total cash as well as handover to CMS next day.
 - g. Maintain 5S in the office.
 - h. Taking power session & do train to FEs suggest by company management.
 - i. Sometime have to do field work also or pickup B2B shipments from different clients also ready them for transit.
- 6 month experience in OYO Rooms as Guests relation executive at In Indore.

Responsibilities :-

- a. Handling Front desk operations
 - b. Rooms assigning & guests attending
 - c. Cash handling.
- 3.5 year experience as Operation executive in Billdesk payment gateway, Indore.

Responsibilities :-

- a. Customer query handling.
 - b. Per day reporting to billers.
 - c. ECS registration & verification visiting customer's bank.
- 3 year experience in Network Marketing at Indore.

Responsibilities :-

- a. Team creating & Management.
 - b. Conducting counseling & motivate them.
- 1 year experience as Computer Operator in Notary Advocate office, Dewas.

Responsibilities :-

- a. Hindi, English typing
 - b. Affidavits, Agreements, Registry typing, printing, Correction etc.
- 1 year experience in PGBT College as back office management.

Responsibilities :-

- a. Letter making.
- b. Data entry
- c. Making power point presentation.
- d. Typing thesis, written by professors etc.

Other Experience & ability:

- Online work on online portals.
- Hindi & English typing.
- National level Player in college.
- Hardworking & always ready to learning.

Hobbies and Interest:

- Listening music
- Travelling
- Grooming

Education Details:

Qualification	Board/University	Percentage	Year
B.Com. (CA)	Vikram Uni., Ujjain	65%	2010-2013
12 th	M.P.Board, Bhopal	66%	2010
10 th	M.P.Board, Bhopal	80%	2008
DCA	Bhoj Open Uni., Bhopal	-	2007

Declaration:

- I hereby declare that all the information provided above is accurate to the best of my knowledge.

Date:

Place:

JITENDRA VIKHAR