

Resume

Hiten Pareshbhai Bhatiya

E-mail ID : bhatiyahiten7331@gmail.com

Permanent Address : At Post – Lamdapura, Taluka – Savli

Dist - Vadodara, Pin Code - 391775

Mobile Number: 9662557331



CAREER OBJECTIVE

I Seek Challenging Opportunities Where I Can fully Use My Skills For The Success Of The Organization.

EDUCATIONAL QUALIFICATION

Degree	University/Board	Year	Percentage /CGPA
MBA (Finance)	Parul University	2023	7.53
B.Com	M S University	2021	6.00
H.S.C.	G.S.H.S.E.B	2018	51 %
S.S.C.	G.S.E.B	2016	52 %

PROFILE SUMMARY

- B.COM completed In accounting and Finance
- I Have Done My Summer internship In SMC Global Securities LTD For 45 Days and Here learn about
 - To Understanding the Equity Market and learn To Trading In Terminal. And Also solved The Queries of the Client during Trading Time And
 - To Expand Excellent Communication Skills to handle The Clients and Convince Them to Give the Business.

Experience

- **HDFC Life**
- **EXECUTIVE TRAINEE (April 2023- Present)**
 - Working With Bank insurance channel
 - Customer Relationship Management
 - Financial Advisor
 - Sales Management

➤ **GURURAJ ENGINEERS PVT.LTD**

➤ **Executive Assistant To Director (December 2022- April 2023)**

- Work As The Point Of Contact Among Executive, Employees, Client And Other External Partners
- Manage Information Flow In Timely And Accurate Manner
- Manage Office Expense, Inventory And Prepare Report
- Take Minutes during Meeting And After Follow-up
- Maintaining Social Media Of the Company
- Co-ordinate With All department
- Sound Knowledge Of Tender Management

KEY PERSONALITY TRAITS

- Optimistic & Enthusiastic.
- Excellent Communicator and Presenter.

TECHNICAL SKILLS

- Knowledge of MS Office (Word, Excel & Power Point)
- Data Entry
- Tally ERP 9

PROJECTS / CERTIFICATION

- I Completed My Summer Internship Project On “ Financial Market ”
- I Completed My Comprehensive Project On “Merger And Acquisition In India And Analytical Case Study Of Bharti Infratel Ltd And Indus Tower”

PERSONAL DETAILS

Gender : Male
Marital Status : Unmarried
Nationality : Indian
Date of Birth : 18/11/2000
Languages Known : GUJRATI, HINDI, ENGLISH
Interests : Online Learning, Playing Cricket

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge.

Date:

HITEN PARESHBHAI BHATIYA