

## **CAREER OBJECTIVE**

To seek full time position with responsibility and to develop my professional as well as personal skills and to contribute the maximum share in success journey of the organization and learn something more which I have not through perform the task.

## **EXPERIENCE**

- Present Working **Prakhar Softwares Solutions pvt.Ltd** . as a **OPERATION ASSISTANT(STAGE-2) PROJECT of E-OFFICE Under National Informatics Centre, Government (D.&N.H)** office, Silvassa. From 01/04/2019 to Till Date.
- **SRIT INDIA PVT.LTD.** as a **OPERATION ASSISTANT (STAGE-2) PROJECT of E-OFFICE Under National Informatics Centre, Government (D.&N.H)** office, Silvassa. From 05/03/2018 to 31/03/19.

### **Roles & Responsibility:**

- ❖ Studied Organization Structure & hierarchy and Implementation
- ❖ Studied User and Organization Relations and Implementation
- ❖ Implemented Origination and User hierarchy in eOffice
- ❖ Testing All Input data to Output Data
- ❖ Provided Software support for eOffice Managed user in eOffice System.
- ❖ Provided training & Presentation to users of eOffice
- ❖ Solved user queries/issues

- **NEXTGEN FIBRES PVT.LTD.**Silvassa As a **H.R. (COMMERCIAL Dept.)** From July2017 to Jan2018. (7 Month Experience)

### **Roles & Responsibility:**

- ❖ I Making a Daily Plant Report .
- ❖ I Have Also Worked in the Store Department.
- ❖ I Also Make A Deposit Dispatch Invoice Bill.

- **AMAR AUTO Dealer Agency** showroom, Silvassa. As a **SALES MANAGER** Under **Hero MotoCorp.** from March 2016 to June 2017 (1.3 Year Experience).

### **Roles & Responsibility:**

- ❖ Relationship Management.
- ❖ Planning and Organizing.
- ❖ I Also have Bike Camps To Increase Sales.
- ❖ I Give My target by Giving Daily to My Sales Executive And Achieve my Monthly target.

## EDUCATION

Degree/ Certificate	Institution	Year of passing	CGPA/ Percentage
B.E.(computer Engineering)	Gujarat Technical University (GTU)	2016	5.41/10 (CGPA)
MBA (Operations & Human Resource Management)	National Institute Of Planning & Technology (NIPT)	2018	67 % (A Grade)

## COMPUTER SKILL

- ❖ Knowledge of Microsoft office, Knowledge of Internet
- ❖ LAN, WAN, Routing and Switching.
- ❖ **Operating System:-** Windows /xp /wn 7/win 8/win 10

Yours truly  
(*Pranay Patel*)