

## **CURRICULAM VITAE**

### **RAHUL MORE**

723/Mahadev nagar-1,  
Navagam jakatnaka,  
Udhna, Surat, Gujarat. (India)

Mobile: +91 9558886301

Email :- rahoul.more16@gmail.com

---

### **CAREER OBJECTIVE:**

- Seeking a responsible and challenging career in a progressive organization, which encourages the employee's contribution towards achievement of the objective of the company as well as the employee's personal and professional growth.

### **PROFESSIONAL EXPERIENCE:**

#### **1. MASTERMIND TRAINING & CONSULTANCY SERVICES PVT. LTD.**

Sosyo Circle, Bamroli Rd, Surat, Gujarat. (India)

**As a HATS (HUMAN ASSET TRAINING SOLUTION) Service Coordinator, since 4<sup>th</sup> November,2016**

#### **JOB PROFILE:**

- Fulfilling all requirements regarding HATS training for MSME Entrepreneurs.
- Communication with trainers and scheduling their training sessions.
- Managing events of different HATS Training sessions.
- Analyzing & reviewing trainers during sessions.
- Creating presentations & checking them thoroughly for various training programs.
- Uploading all documents regarding all training sessions.
- Managing attendance and their regularity.
- Individual reviewing of staff after each sessions.
- Presenting PPT among the office staff on various topics, once in a month.

#### **2. TRANSIT GEO SYSTEM INTEGRATORS PVT LTD.**

Udhana Magadalla Road , Surat, Gujarat. (India)

**As a Project Coordinator in Project Dept. for Nine Months.**

#### **JOB PROFILE:**

- Handling projects and their financial Limit.
- Assigning Complaints to the Engineers.
- Taking feedback from customers and checking their requirements.
- Creating good relations with customers.
- Clearing Engineers voucher amounts cross checking.
- Managing all documents of Project.
- Handling Engineers attendance and requirement at the site.

- Fulfilling Engineers requirement for materials.

### **3. *PARIKH ASSOCIATE.***

Karelibaugh, Vadodara, Gujarat. (India)

**As a Automobile Insurance Surveyor from Jan 2015 to May 2015.**

#### ***JOB PROFILE:***

- Working on renewal of insurance and survey.
- Responsible for doing work in minimum time period and data uploading.

### **4. *HEXXA GEO SYSTEM INTEGRATORS PVT LTD.***

Udhana Magadalla Road , Surat, Gujarat. (India)

**As a Service Coordinator in Service Dept. from September to May.**

#### ***JOB PROFILE:***

- Handling toll free number of service calls on service desk by mail or telephone.
- Lock Complaints for customer's problems.
- Assigning complaints to the Engineers.
- Taking feedback from customers and checking their requirement.
- Creating good relations with customers.
- Clearing Engineers voucher amounts cross checking.
- Managing all documents of customers (AMC, Warranty)
- Handling Engineers attendance and managing AMC sites by fulfilling engineers requirement at the site
- Fulfilling Engineers requirement for materials.

### ***HIGHPOINTS OF QUALIFICATIONS:***

<b><i>Sr. No.</i></b>	<b><i>Examination</i></b>	<b><i>University / Board</i></b>	<b><i>Year of Passing</i></b>	<b><i>%</i></b>	<b><i>Grade / Class</i></b>
1	Diploma in Electronics & Communication Engg.	GTU	2016	Pass	-

### ***EXTERNAL CERTIFICATES :-***

***-Vocational Training At Doordarshan Regarding Television Transmission System.***

***-Present Running CCNA From Sun-Infotech***

### ***PERSONAL DETAIL:***

Date of Birth : 18<sup>th</sup> May, 1992  
 Nationality : INDIAN  
 Marital Status : Unmarried  
 Languages Known : English, Hindi, Gujarati and Marathi

### ***HOBBIES & INTERESTS:***

- Novel Reading
- Numerology

- Body Language
- Philosophy
- Travelling
- Seeking for new challenges

***DECLARATION:***

I hereby declare that the above mentioned information is true to the best of my knowledge.

Yours faithfully,  
Rahul More,  
Place:- Surat ,Gujarat, India.