

Vivek Anand



Dedicated, resourceful and innovative professional, offering extensive experience of over 2 years. Proficiency in Office Management, Computer Operation, and Relationship Management. Effective communicator with exceptional analytical & problem-solving skills.

➤ Carrier Objective

To enhance my professional skills & knowledge in a dynamic and stable workplace and use my skills in the best possible way for achieving the company's goal. A highly organized and hardworking individual Seeking for securing a challenging position in a reputable organization that utilizes my years of experience, while allowing me the opportunity to grow professionally.

➤ Experience

June 2019 - October 2021

Hiralal Industrial Technologies Pvt. Ltd. (Authorized Dealer of L&T in Bihar & Jharkhand)

At the post of Executive (Parts & Service Dept.) for Larsen and Toubro

- Implemented for regulating schemes (FOC, Suraksha, etc.) to end customers provided by L&T with the help of our team.
- Spearheaded for providing parts & services to clients related to these schemes and regulating it to boost up the business, maintaining a good relation with our clients.
- Chargeable for coordinating and assisting with L&T team and service engineers deployed by the dealer for rectifying various customers issues.
- Liable for analyzing and visualizing data with the help of several software's for discrete office meets and events.
- Accountable for managing several documents (service reports, bills, etc.) required for processing claims of clients/dealer through L&T using SAP.
- Liable for raising, tracking and rectifying it to finalize claims on SAP as per L&T terms.
- Answerable for transiting various scheme amounts from manufacturer to dealer domain for regulating it to end customers through our team.

➤ Education

2010: - Matriculation from CBSE (D.A.V Public School Bariatu).

2012: - Intermediate from CBSE (D.A.V Public School Bariatu).

2016: - Graduation from Acharya Institute of Technology (VTU).

Graduation: - B. Tech in Computer Science and Technology.

➤ Projects

1. TextUtilities

This website is created using Bootstrap and react it is simple tool for text manipulation like word & character counter uppercase to lowercase & vice versa , remove extra spaces , copy text , theme change.

Link :- <https://vivekanand93.github.io/TextUtils/>

2. NEWS360

This website is created using news api, Bootstrap and react (react-router-dom, top-loading-bar, infinite scroll) for accessing daily news easily from the api.

Link :- <http://vivekanand93.github.io/mynewsapp>

❖ Personal Info

Permanent Address

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Contact Numbers

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GitHub

vivekanand93

❖ Core Skills

Programing Languages

* HTML5, CSS, Bootstrap

* JavaScript (React, Node, Express)

Software's

* VS Code

* GitHub, Git

* MS Office (Excel, Power Point, Word)

* SAP ERP, SAP NetWeaver (DeMans)

❖ Languages

Hindi, English