**CURRICULUM VITAE**



## **HITESH**

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## 

##### **Career Objective**

To Work in a dynamic environment that provides me a vide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency.

##### **Other Skill**

* Good Team Work.
* Accuracy and Attention to details.
* Analytical thinking, planning.
* Problem analysis, use of judgment and ability to solve problems efficiently.
* Adaptability and ability to work under pressure.
* Time Punctuality & Regularity.
* Good domestic & international knowledge.
* Excellent interpersonal skills.
* Organizational skills.
* Energy.
* Resourcefulness.
* Confidence.
* Commercial awareness.

##### **Professional Experience**

**Designation :**  Production Ass. Manager

**Company :** Prayas Engineering Company Pvt Ltd (Group of ELECON)

**Company Profile :** Manufacturer of Gear Boxes

**Job Duration :** 27th May 2007 to Jan 2012

* Planning of the entire ordered component on a weekly/monthly basis with parent company.
* Designing of Jigs & Fixtures & cutting Tools.
* Gear mfg. knowledge.
* Involvement for establishing quality system as per requirement of (ISO\_9001).
* Working on ERP system (Oracle application) for WIP module.
* Shop floor planning and distribution of works to operators
* Process Inspection.
* Interaction with other teams / department for quality improvement.
* Maintain record of data related to Q.C. and Stores in ERP database

**Designation :**  Corporate Sales Executive

**Company :** World Tel (Vodafone DSA)

**Company Profile :** Telecommunication

**Job Duration :** Feb. 2012 to July. 2012

**Job Profile :** Visits & Negotiations for Corporate Plans & Sales.

**Designation :**  Store Supervisor

**Company :** Reliance Communications, RW Fatehgunj

**Company Profile :** Telecommunication

**Job Duration :** July. 2012 to May. 2013

* Retention & Churn Managment,pre2post Conversation,
* Revenue enhancement & store profitability,
* Latest process & products updates with the teams
* Maintaining Store Hygiene,I-sat,Involuntry Churn, Team Leading
* Responsible for maintain & report transaction database by cash, cheque & card payment as well as receipt of branch for retail & corporate clients

**Designation :**  Store Manager

**Company :** Reliance Communications, (Dev Associates)

**Company Profile :** Telecommunication

**Job Duration :**  Jun. 2013 to Dec. 2014

* Retention & Churn Managment,pre2post Conversation,
* Revenue enhancement & store profitability,
* Latest process & products updates with the teams
* Maintaining Store Hygiene,I-sat,Involuntry Churn, Team Leading
* Responsible for maintain & report transaction database by cash, cheque & card payment as well as receipt of branch for retail & corporate clients

**Designation :**  Associates Manager (Baroda cluster cdma)

**Company :** Reliance Communications, RHRS ON ROLL

**Company Profile :** Telecommunication

**Job Duration :** Jan. 2015 to Jun. 2015

* Latest process & products updates with the teams
* Cdma Product sales

**Designation :**  Store Manager

**Company :** Reliance Communications, (Krupa Associates)

**Company Profile :** Telecommunication

**Job Duration :** July. 2015 to Feb 2016

* Retention & Churn Managment,pre2post Conversation,
* Revenue enhancement & store profitability,
* Latest process & products updates with the teams
* Maintaining Store Hygiene,I-sat,Involuntry Churn, Team Leading
* Responsible for maintain & report transaction database by cash, cheque & card payment as well as receipt of branch for retail & corporate clients

**Designation :**  Managing Director

**Company : H R Immigration Visa Consultant**

**Company Profile :** Packages & Visas.

**Job Duration :** March 2016 to January 2018.

* Domestic & international Packages.
* Book hotel reservations and direct customer package specifications.
* Respond to customer inquiries for general and package information.
* Student Visa for Singapore, Malaysia.
* Work Permit in Singapore, Malaysia, Thailend.
* Passport Application online.
* Visit Visa Application online.
* Tickets Booking Online.

##### **Educational Qualification**

* **SSC** from G.S.E.Board, Gandhinagar in **March 2004**

### **HSC** from G.S.E.Board, Gandhinagar in **March 2007**

* **B.sc.** From Shri C.N.P.F Arts & D.N. Science College,Dabhoi in **Jun 2010**

##### **Computer Skill**

### MS Office 2007, Windows 8, Windows Visa, Windows 10

### Internet & Mail Assistance.

* Also have done CNC Programming 2007IN KRINA TECHNICAL INSTIEUTE.

##### **Personal Details**

1. Birth date :- 12, Dec 1986
2. Nationality :- Indian
3. Languages Proficiency :- English, Hindi & Gujarati

Tourist Visa Valid :- April 27, 2018