HITESHKUMAR 

**Curriculum Vitae**

[HITESHKUMAR.240797@2freemail.com](mailto:HITESHKUMAR.240797@2freemail.com)

**OBJECTIVE:**

To work in a challenging environment, which gives explore to new ideas of learning and creativity, this stimulates both my professional and personal growth.

**WORK EXPERIENCE:**

**PRESENT JOB:**

At present I am working with **Thankys Exports Pvt. Ltd - Mines Owner of Bauxite & Exporter** Porbandar as a **Senior Office Assistant** since **September 2005.**

***Job responsibilities:***

General Administration, Correspondence, e-mails, Filing and Inward/Outward documentsLooking after day to day accounts,

Preparation of Invoice, Debit Notes, Vouchers and Chalans etc.Preparation of Contract & Shipping Documents.

Liasoning with various departments of Central Government, State Government and Bank.

**PREVIOUS JOB EXPERIENCE:**

* I have worked as an **Office Assistant-cum-Computer Operator** in the office of **Sr. Manager (Engineering-Civil), Airports Authority of India, Porbandar Project Division, Civil Aerodrome, Porbandar** form **Oct 1999**

to **Jun 2005**.

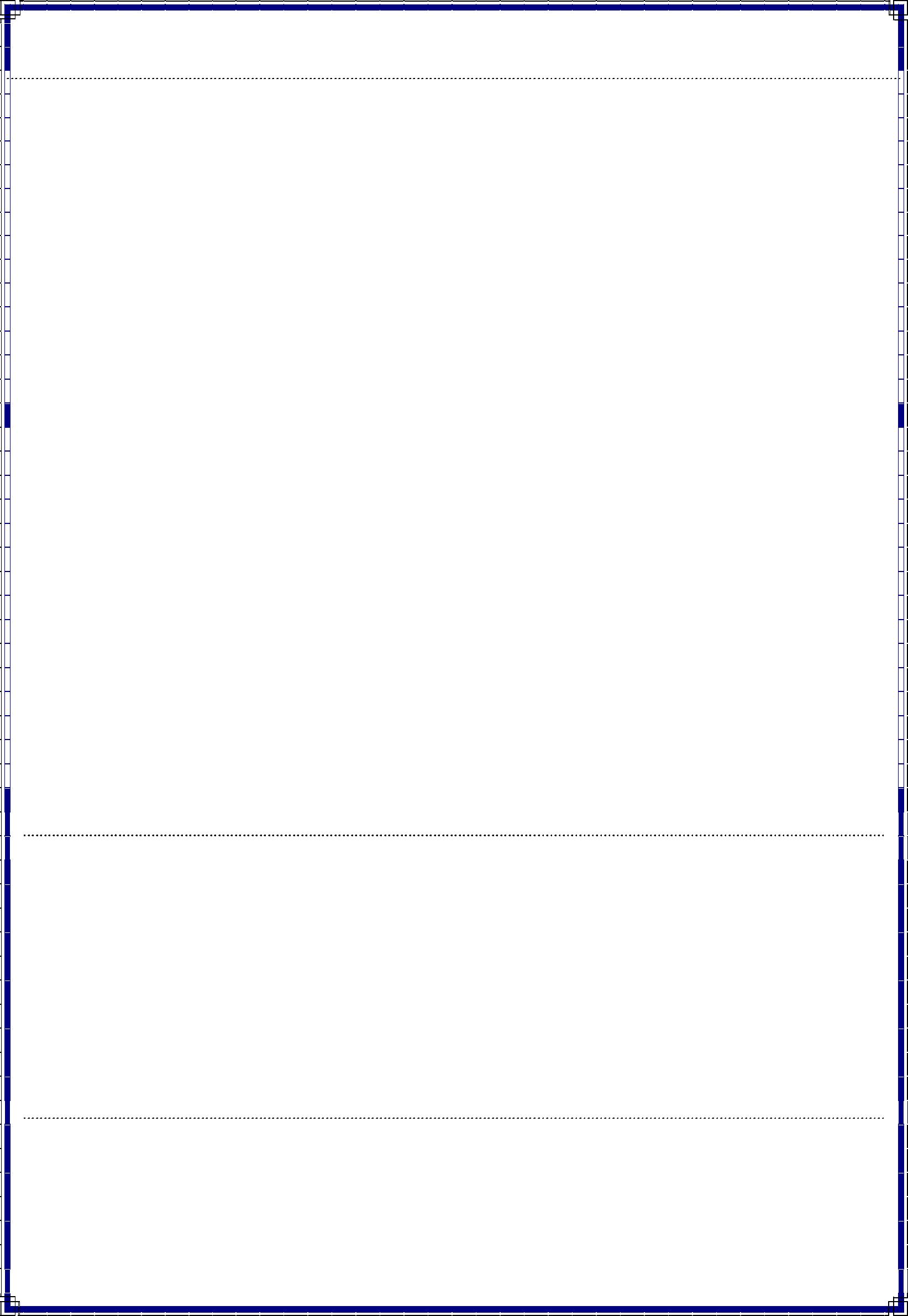
***Job responsibilities:***

General Correspondence with CHQ/RHQ &local stations, Filing and Inward/Outward documents.Preparation of Various Reports.

Preparation of Estimates and Tenders.Preparing monthly statement.

Consolidating daily vouchers.

I have worked as a**Clerk-cum-Typist**with**M/s Rapti Paints, Porbandar**form**Jan 1997**to**May 1998**.

**EDUCATIONAL QUALIFICATION:**

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|  |  |  | **NAME OF EXAM.** | **BOARD / UNIVERSITY** | **YEAR OF PASSING** | **GRADE / %** |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | S.S.C. | G.S.E.B., Gandhinagar | March – 1993 | 53% |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | H.S.C. (Vocational | G.H.S.E.B., Gandhinagar | March – 1995 | 61% |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Accounts & Auditing) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Bachelor of Commerce | Saurashtra University, Rajkot. | October – 1999 | 43% |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Diploma in Financial | Dr. Babasaheb Ambedkar Open | July-2012 | 1st Class |  |  |  |  |
|  |  |  | Management | University, Ahmedabad |  |  |  |  |  |  |
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**OTHER QUALIFICATION:**

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|  | **NAME OF EXAM** | **BOARD / UNIVERSITY** | **YEAR OF** | **GRADE** |  |  |
|  |  |  | **PASSING** |  |  |  |
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|  |  |  |  |  |  |  |
|  | G.C.C. | Government of Gujarat | Nov 1996 | N/A. |  |  |
|  |  |  |
|  | (English Typewriting 40.wpm) |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Certificate Course in Computer | LCC, Computer, Porbandar | Dec-1999 | Distinction |  |  |
|  |  |  |
|  | Science. |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  | MS Office & DOS | I.T.I., Government of Gujarat. | Oct-2000 | N/A |  |  |
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|  |  |  |  |  |  |  |
|  | TALLY | Shree Computer, Porbandar | May-2003 | N/A |  |  |
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**PERSONAL STRENGTHS:**

* Excellent Communications - Interpersonal Skills
* Administrative Capability - Decision Making
* Self Motivated - Dedicated - Ambitious
* Grasping - Executing
* High Typing Speed.

**AREAS OF INTEREST:**

o Administration & Accounting, Documentation etc.

o Financial Management

**INTERESTED IN TAKING UP ANY SUITABLE JOB AS ABOVE.**

**SOFTWARE SKILLS:**

Tally

MS – Office ( Word, Excel, Power Point, DOS )

Internet & Email.

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|  |  | **LINGUISTIC ABILITY:** | |  |  |  |  |
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|  |  | **To Read** | **:** English – Hindi – Gujarati | |  |  |
|  |  |  | **To Write** | **:** English – Hindi – Gujarati | |  |  |
|  |  |  |  |
|  |  |  | **To Speak** | **:** English – Hindi – Gujarati | |  |  |
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|  |  | **PERSONAL PROFILE:** |  |  |  |  |
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|  |  | NAME | : HITESHKUMAR |  |  |  |
|  |  |  |  |  |
|  |  | DATE OF BIRTH | : 07/10/1977 |  |  |  |
|  |  |  |  |  |
|  |  | MARITAL STATUS | : MARRIED | |  |  |
|  |  |  |  |
|  |  | NATIONALITY | : INDIAN | |  |  |
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|  |  | HEIGHT | : 5.11” | |  |  |
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|  |  | PROFESSION | : SERVICE | |  |  |
|  |  |  |  |
|  |  | HOBEY | : LISTENING MUSIC, PLAYING CRICKET, READING, DRIVING. | |  |  |
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|  |  | DRIVING LICENCE | : INDIAN DRIVING LICENCE OF LMV, HPV & HGV | |  |  |
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|  |  | **DECLARATION :** |  |  |  |  |
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I am hereby state that the above furnished particulars are true to the best of my knowledge and belief. If I am given a chance to serve, I will work with my best dedication for the concern’s prosperity and development. 

Yours Sincerely