**HEMANTKUMAR J. CHAUDHARY**



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**ABOUT ME**

**WORK EXPERIENCE**  
4 Years

Intend to build a career with leading corporates of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

**AGE**  
24



**Education**

* **PGDM - Distance Learning** Passed, 2020

(Operation management)

Welingkar Institute of Management

Development and Research, Mumbai

* **Bachelor of Business Administration** Graduated, 2016  
  (Human Resource Management)

SSR College of Arts, Commerce & Science

Pune University.   
Silvassa, (DNH)

* **10+2** Passed, 2013  
  M K Mehta Campus,   
  CBSE Board

Umbergaon, Gujarat.



**Project**

* **Human Resource Management Project (Final Year - BBA) -**

“A STUDY ON LABOUR WELFARE AND ITS EFFECT ON PRODUCTIVITY”

**Created Questionnaire on basis of workers basic working condition & environment, food facilities provided to them, & basic welfare facilities. Collected reviews from 50 Workers working at Navneet Education Limited, Silvassa (DNH).**



**Skills**

* Communication, Network and Negotiation
* Business Communication
* Customer Service Oriented
* Technology
* Back-office Sales

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**Work Experience**

**June 2016 – October 2017.  
Office Executive  
Pioneer Stationery Private Limited,**

**(Unit of DOMS Industries Pvt. Ltd)  
Umbergaon (Gujarat).**

**Job Responsibility:**

* To manage daily attendance records of Labors & office Employees
* Maintaining strong working relationships with regular vendors & managing orders
* To complete documentation for Sales & dispatch
* Finalizing graphic design for printing
* Maintaining daily stock of raw material & finished goods
* Maintaining daily expenses record & petty cash.

**October 2017 – August 2018.  
Sales Executive  
Triveni Interchem Private Limited,  
Vapi (Gujarat).**

**Job Responsibility:**

* To build business through recognizing prospects & selling to them
* Develop vendors if some uncertain problem arises during order processing
* To maintain relationships with the existing as well as new clients
* To reach about different sales options & analyzing them
* To provide proper information, guidance & support to the clients hence enhancing the relationship
* To recommend solutions to any problem faced by the clients
* To sell the company product/services by creating contacts & further making relationships with the prospect.

**August 2018 – February 2019.  
Assistant Acquisition Manager  
Kotak Mahindra Bank Limited,  
Dahanu (Maharashtra).**

**Job Responsibility:**

* Aid customers in opening, managing & optimizing their bank accounts & other products
* Pursue leads & potential customers to expand services & products offered
* Provide advisory services for clients regarding available financial services
* Refer clients to financial specialists in the event of specialized needs
* Resolve issues regarding customer accounts
* Perform other administrative duties (Such as fund transfers, Service Requests of customer into in-house software).

**March 2019 – June 2019.  
Assistant Manager  
YES Bank Limited,  
Vapi (Gujarat).**

**Job Responsibility:**

* Aid customers in opening, managing & optimizing their Current Accounts & Cross Selling of other Products.
* Sourcing premium Trade Forex Accounts (TFX)
* Pursue leads & potential customers to expand services & products offered
* Provide advisory services for clients regarding available financial services
* Refer clients to financial specialists in the event of specialized needs
* Resolve issues regarding customer accounts.

**July 2019 – Till Date.  
Marketing,  
Bhagvati Herbal & Healthcare Private Limited,  
Vapi (Gujarat).**

**Job Responsibility:**

* Identifying new business opportunities by tapping the potential customers from different states & different countries
* To plan, design, develop and implement different sales activities by researching the customer's needs and requirements
* To take initiative and efforts to develop constructive and effective solutions to any issues that slow down or hamper the export procedures and activities
* To Resolve issues of our potential customers regarding any Product / Service
* Identify new distributors for formulation products.



**Computer Proficiency**

* **Operating system**: Windows
* **Application Software**: SAP, Microsoft Office Package, Tally ERP 9.0, Internet Explorer



**Linguistic Proficiency**

* Hindi
* Gujarati
* English



**Personal Interests**

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| --- | --- |
| * Travelling, Surfing Web, |  |
| * Learning new & Innovative things |  |
| * Working with Electronic Gadgets |  |



**Personal Details**

* Name: Mr. Hemantkumar J. Chaudhary \* Marital Status: Unmarried
* Father Name: Mr. Jitabhai M. Patel \* Nationality: Indian
* Date of Birth: Sept 20, 1995 \* Gender: Male

Declaration

I, Hemantkumar J. Chaudhary, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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Hemantkumar J. Chaudhary   
Place - Umbergaon