**Jitendra Singh Rawat Contact Address:-**

Ph. – 9057007000,9785005514, Village –Gawardi ,Post- Ladpura,

 E-mail : jitu.rawat2486@gmail.com Via- Gagwana , City-Ajmer.

 rawat241986@gmail.com Pin .305023

**CAREER OBJECTIVES**

To utilized myself as a resource for kind of challenging jobs by upgrading my knowledge and skills and implementing them from time to time. To be the center of creativity, teamwork, Intellectuality, dedicated and devoted professionally.

* **Presently Working in** “**Vodafone Idea Limited” Rajasthan**  **From - Fab’15 To till date as**

**SD Executive .**

**Key Responsibilities:-**

|  |
| --- |
| * Responsible for the entire activation of Jaipur Zone of Postpaid numbers. Monthly doing around 4000 plus activations.
* Monitoring and tracking the complete life cycle of Caf management from acceptance to dispatch
* Maintaining and flashing the daily Caf acceptance and dispatch reports
* Keeping a track of the channel rejections of Caf and informing by regular reports
* Ensure timely activation within activation TAT with all quality parameters
* Track false tele-verification by tracking the IMIE numbers of channels. Track them by barring them subsequently
* Reports of activation and provisioning flashed to senior management on daily basis
* Responsible for Pre to Post Provisioning and De- Provisioning Report flashing on Daily Basis.
* Responsible for the activation of RJ state of EKYC Postpaid numbers.
* Postpaid activation MTD/LMTD report on daily basis.
* Service Pack activation for Postpaid Subscribers MTD/LMTD report on daily basis.
* Channel Wise Performance report with helping of Excel/Access Macros.
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 Experience

* **Prem Motors Pvt. Ltd. :-**

 **Duration : - FROM May 2014 to Fab 2015**

**Designation : - Jr. MIS Executive**

**Key Responsibilities:-**

* Inward / Outward Report ( Sale ) preparation & Sharing with sales Team on FTD / MTD basis
* **Suzlon Energy Limited:-**

Company is leading in wind energy field, is manufacturing Wind Turbine Generator & established wind farm projects in all over India & also in abroad.

**Duration : - FROM Sep 2011 to Apr 2014**

**Designation : - Jr. MIS Executive**

**Deputation : - Kutch (Gujarat)**

**Key Responsibilities:-**

* Keep watch on DPR (Daily Generation Report), MGR (Daily Generation Report), CRM Data updating, ERROR and Break Down report and take necessary action if decays.

* 1year experience teaching of MS Office (specially Ward, Excel, PowerPoint) in Data bit Computer Education institute Ajmer .

#### **Qualifications**

  Completed Sr. Secondary from **R.B.S.E**. in Arts.

 Completed Secondary from **R.B.S.E**.

 Completed **BCA** from **M.D.S.** University.

  **ANIIT from** **NIIT.**

### **PERSONAL DETAILS**

* Father’s Name : Mr. Phool Singh Rawat
* Date of Birth : 24th Sep1986
* Gender : Male
* Marital Status : Married
* Nationality : Indian
* Language : Hindi, English

### **STRENGTHS**

* Positive Thinker, Hardworking, Punctual, Devoted & Optimistic
* Self-Confident and Dedicated to Work.

### **DECLARATION**

* I do here by declare that above details furnished by me are true, complete and correct to be the best of my knowledge and belief.

**[Jitendra Singh Rawat]**