**Hitesh Vaswani**

**Address:** A-204, Panchsheel Nagar, Makarwali Road, Ajmer, Rajasthan 305001

**Phone:** +91-9660161404

**Email:** hiteshvaswani05@gmail.com

**OBJECTIVE:**

Obtain an appreciated position to acquire the first hand fell of corporate work environment where I

can learn new knowledge, skills and technical abilities for achievement of organizational goals. To

grow efficiently professional and find a challenging career where i can apply my knowledge and

potential to the limits.

**SKILLS AND ABILITIES:**

- A quick learner able to focus, plan and organise tasks

- Good at team work and administration.

- Ability to understand requirements, willing to explore and quick to

understand

**EDUCATIONAL QUALIFICATIONS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Class** | **Institute** | **Board** | **Subjects** | **Year** | **Division** |
| BBA | Aryan International College, Ajmer | MDSU | Management | 2015 | Second |
| XII | St. Stephen’s Senior Secondary School , Ajmer | CBSE | Commerce | 2012 | First |
| XI | St. Stephen’s Senior Secondary School , Ajmer | CBSE | General | 2010 | First |

**Organization Scan**

***Mr Repair (2.5 years experience )***

Calling to clients for services like plumber, electrician, fire safety, pest control, carpenter etc.

Data entry after booking the service includes - client name, contact no, type of service used

Emailing regarding new projects.

***Axis Bank (10 months experience )***

Checking Pre-approval loan through in-built app and then calling to clients for Personal loan, Business loan and Car loan.

Scheduling appointments for document collection.

Collecting complete KYC and income documents from Clients and submitting back to bank.

Achieving monthly targets.

***Jaipur Ratna Pvt Ltd (1.4 year experience )***

Meeting with the customer and explain them our different products.

Data Entry of clients and stock .

 Training in production

**CO-CURRICULAR ACTIVITIES:**

Winner at State Level Football Tournament

Captain of college Football team

Awarded “Sportsman of the year 2013” by Aryan International College, Ajmer

Organized “Street Soccer Tournament” for consecutive year 2010 & 2011

Participated at various Chess Tournaments on & off the campus

Attended “I Can I Will” seminar held at Aryan International College, Ajmer in 2012

I hereby declare that all the details given above are entirely true to the best of my knowledge

**PERSONAL DETAILS:**

***Father’s Name:*** Mr. Jai Kishan Vaswani

***Mother’s Name:*** Mrs. Shobha Vaswani

***Date of Birth:*** September 14TH, 1993

***Gender:*** Male

***Languages known:*** English and Hindi

***(Hitesh Vaswani)***