

CURRICULUM VITAE



HITESH ASHWIN BODA

*Present Address: 6/1248 Bhut Sheri "Paras" Building
Galemandi Road, Surat - 395003.*

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CAREER OBJECTIVES

To obtain a suitable position in an Industry/Service organisation to further my career prospects by contributing towards the growth and development of the organisation.

WORK EXPERIENCE

- I. Organization : Apollo Pharmacy, Rajkot**
Duration : 2007 to 2010
Designation : Pharma-Aide
Work : Overseeing the entire inventory, stock keeping, internal audit and submitting quarterly and MIS Reports to the Head Office
- II. Organization: Auro Manufacturing Pvt. Ltd. Surat,**
Duration : April 2014 till date
Designation : Hr Executive

Work : Acting as the point of contact between the executives and internal or external colleagues

- Organising meetings and booking meeting rooms
- Recruitment of staff whenever necessary
- Handling correspondence directed to managers
- Making travel arrangements and detailed travel itineraries
- Taking dictation and minutes and writing them up subsequently
- Producing reports and presentations
- Maintaining the current filing and database system, and looking for ways to improve current systems
- Screens potential business deals by analyzing market strategies, requirements, potential, and financials.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests.
- Follow up in email
- Strong in MS Office have knowledge of ERP.
- Basic knowledge of each and every department of a company.

Key Skills

- LOOKING OVERALL FOR COVID PROTOCOL
- Seeing also if govt dept visits
- Ability to multitask and prioritise tasks
- Excellent time management skills
- Well-developed organizational skills
- Great verbal and written communication skills
- Professional discretion
- Also Seeing for benefits given to employees
- Regular interval apprasel for the staff etc.

EDUCATIONAL BACKGROUND

Bachelor of Commerce (B. Com.)

College / University : H. N. Shukla College, Rajkot.
Grade : IInd Class.
Area of Specialisation : Accounts, Audit & Costing

PROFESSIONAL QUALIFICATIONS

Computer skills

Operating System : MS DOS, Windows 98, Windows XP, FOXPRO Language
Software Packages : Tally 9, MS Office, Accusoft (Lemon Technologies, Surat),
Payroll Software.

PERSONAL PARTICULARS

Date of Birth : 06-01-1988
Sex / Marital Status : Male / Married
Nationality : Indian
Languages Known : Gujarati, Hindi & English
Hobbies: : Cricket, traveling, movies.
Permanent Address : Flat No-303, Om Vasant Pushp Apts,
Nr Ashapura Temple, 150 ft Ring Road,
Gandhigram, Rajkot - 360007.

ABOUT MYSELF

I am a confident, optimistic person with good inter-personal, analytical and logical reasoning skills. I belong to an educated and respectable family.

Date:

HITESH A. BODA