

# Hardik Patel

**Nationality:** Indian

**Date of birth:** 19/02/1989

**Gender:** Male

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📍 **Address:** Manazil Tower Al Qasimia Near Mashreq Bank Sharjah UAE.



VISA STATUS: - VISIT VISA

PASSPORT NO. X 8059326

DATE OF ISSUE: - 28-03-2023

DATE OF EXPIRY: - 27-03-2033

POST REQUIRE: ACCOUNT EXECUTIVE, ADMINISTRATIVE EXECUTIVE, OFFICE EXECUTIVE

## PROFESSIONAL SUMMARY

Accomplished and energetic Account Executive (Admin) Operation with a solid history of achievements in Office Accounts and administrative works, like follow-up for product order payment and make delivery challan and an Import Export documents and entry mailing conversation with the client for documents follow-up on mail and confirm documentation. Make corrections and dollar payment and entry passing Logistics follow-up handling. Motivated leader with strong organizational and prioritization abilities. Areas of expertise includes Clerical work Maintain Client Data and also knowledge of Account software TALLY ERP- 9 PRIME knowledge.

## WORK EXPERIENCE

### Account Executive (Admin)

*Star Steel (Star metals group)* [ 01/08/2018 – 20-10-2023]

**City:** Bhavnagar, Gujarat

**Country:** India

- Recorded and maintained sales prospect and sales data within the customer relationship management system.
- Reviewed accounts monthly or yearly to monitor and track customer satisfaction and complaints.
- Drafted proposals, conference reports, status reports, and client correspondence.
- All Routine work of accounting entry like Sale, Purchase, Production, import of goods maintaining bank statement and reconciliation, make payment documents document verification maintain physical record of sale invoice, purchase, general voucher and delivery challan of goods.
- Documents check follow-up logistics.
- Manage call conversations with clients to follow up on delivery and payment.
- Make invoice of sales good and ready for delivery.
- Follow up with the client (overseas) for good dispatch and mail for documentation update and make final documents for submission to Bank for payment Purpose.

### Office Assistant

*Rajdeep Enterprise (G.I.D.C ON CONTRACT)* [ 06/07/2016 – 10/02/2017]

**City:** Bhavnagar, Gujarat

**Country:** India

- General office works and follow-up with customer payment and query.
- Responded to inquiries from callers seeking information.

## Customer service Representative

*A.V. Consultancy* | 01/01/2013 - 02/02/2014 |

City: Bhavnagar, Gujarat

Country: India

- Answered and managed incoming and outgoing calls while recording.
- Make digital signatory government related work and solve the client query of software system
- Used company software troubleshooting resolution tree to evaluate technical problems and find appropriate solutions.
- Consulted with outside parties to resolve discrepancies and create effective solutions.

### EDUCATION AND QUALIFICATION

**10<sup>th</sup>: Gujarat secondary Higher secondary education Board** [Pass year 2007]

**12<sup>th</sup>: Gujarat secondary Higher secondary education Board** [Pass year 2010]

**B.C.A: Bachelor of Computer Application**

**Maharaja Krishnakumarsinhji Bhavnagar University** [ pass Year 2014]

**Address:** Bhavnagar, Gujarat, India, 364001 Bhavnagar (India)

**Field(s) of study: Bachelor of computer application (B.C.A)**

**Final grade:** B

### LANGUAGE SKILLS

Mother tongue(s): **Gujarati FLUANT**

Other language(s): **Hindi FLUANT**

### ENGLISH.

**LISTENING B2 READING B2 WRITING C2 LISTENING C2 READING C2 WRITING A1**

**SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1 SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2**

### HOBBIES AND INTERESTS

#### Gaming

I like to play gaming on the computer and want to know how it works on a computer.

#### Technology

I am interested in technology how it works how it completes the task itself and updates knowledge.

#### Traveling

I want to explore and visit new places and hitchhike.

### DIGITAL SKILLS

Computer Troubleshooting and Repair / TALLY ERP9 / Hardware/Software Maintenance / Operations / Creating and editing contents / Account software / Microsoft Office (Microsoft)

Yours truly,  
Sharjah UAE.

Hardik Patel

