






# Hardik Parmar

## CONTACT

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## SUMMARY

To obtain a long-term career with an organization, and to help the organization by my hard work and best skill, with honesty, sincerity and responsibilities.  
I Need Challenging Career in good Organization that best uses and enhances my technical skills & Knowledge and providing scope for overall growth of Management.

## SKILLS

- MS Office, MS Excel
- Problem Solving, Good Business intuition
- Creative Thinking
- Communication, Leaderships
- Customer Service
- Case Management, Inventory control
- Delivering sales pitches
- Post-Sale follow-up

## PERSONAL INFORMATION

**Date of birth:** 30/08/1989  
**Nationality:** indian  
**Marital status:** Married  
**Gender:** Male



## EXPERIENCE

**Data Entry Operator** LAKSHYAM SPORTS FOUNDATION's  
- Petlad , India  
01/2023 - 10/2024

- Produced accurate and detailed functionality reports each day.
- Collaborated with IT department to troubleshoot and resolve system issues, enhancing data entry efficiency.

**Sales and Customer Service Representative** Complete Infotech Computer store. - Petlad , India , India  
01/2020 - 11/2022

- Managed and resolved customer complaints efficiently, providing satisfactory solutions to enhance customer experience.
- Informed customers of promotions and special offers to increase sales and revenue.

**Office Admin Computer Operator** 4 Gujarat Battalion NCC  
- V V Nagar, Anand , India , India  
03/2019 - 10/2019

- Set up and installed computer hardware, software and user accounts for staff.

**Computer Teacher in Higher Secondary** K.G.M VIDHAYALA - Bharuch, India , India  
06/2016 - 06/2018

- Provided additional support to students ahead of exams, including revision programmes and useful IT resources.
- Prepared student behaviour and work reports for parent review.



## EDUCATION

**Bachelor of Computer Engineering : Computer**  
**Gujarat Technical University** - Ahmadabad, Gujarat, 2015  
GPA: 5.81 CGPI

**Diploma of Higher Education: Computer Engineering**  
**Technical Examination Board Gujarat** - Gujarat , 2011  
Percentage : 62.84%

**H.S.C.**  
**GSHSEB** - Gandhinagar, 03/2011  
Percentage: 47.38%

**S.S.C**  
**GSSEB** - Gandhinagar, 03/2004  
Percentage : 65.14%



## LANGUAGE

- English, Gujarati, Hindi