

HITESH SONI

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Career Objective:

Seeking a position in a reputed organization or firm where I combine my skill and abilities and offer professional growth while being resourceful innovative and flexible.

Summary:

- Focused and goal driven with strong work ethics, continuously striving for improvement coupled with commitment to offer quality work.
- Adaptable and a quick learner with skills to work under pressure.
- Possesses strong negotiation, communication and analytical skills.

Strength:

- Highly organized and dedicated, with a positive attitude in team handling.
- Have excellent written, oral, and interpersonal communication skills.
- Thrive on working in a challenging environment.
- Self-motivated, ready to take initiative and result oriented.
- Grasp new management skills with effective implementation and utilization.
- Has excellent Planning for departmental profitability.
- Positive thinking and confidence level.

Professional Qualification:

- **Bachelor of Commerce (2013-15)**
(Jai Narain Vyas University (JNVU), Jodhpur Rajasthan).

Academic Qualifications:

- Completed H.S.C from Jodhpur, Rajasthan in 2012.
- Completed S.S.C from Jodhpur, Rajasthan in 2010.

Project undertaken:

Project of Study : Railway recruitment cell.

Description : Under this I worked as data entry computer. My work is to put data of all the candidates who come for physical test in new railway ground, Jodhpur and make sure that each candidate entry should be properly done in a computer.

Duration of Study : 7 days

Work Experiences – (6 Years).

- 1. Around Three years of work experience in a Religare Securities Limited as an 'Authorized Person in Jodhpur. (From May 2015- Aug 2017).**
 - Under this I worked as **Authorized Person**, and operate a franchisee of Religare Securities Ltd and achieved all targets and revenue to make the franchisee on good path.
- 2. Worked as Relationship Manager in Karvy Stock Broking Ltd for 6 months. (From Aug 2017 to Feb 2018).**
 - Under this I worked as **Relationship Manager**, and achieved all sales target, telecalling, HNI client acquisition and highly revenue generation.
- 3. Worked as Branch Manager in Religare Securities Limited as Branch Manager in Jodhpur. (From Feb 2018 to July 2019).**
 - Under this I worked as **Branch Manager**, and achieved all sales target, telecalling, HNI client acquisition and highly revenue generation. Managed the team of entire branch, experience of SQL, Excel, Word, and management of all the reports, Bank reconciliation, Accounting, and related works.
- 4. Worked as Technical Support Executive in Teleperformance India, Jaipur for 1 year and 3 months (From Aug 2019 to Nov 2020).**
 - Under this I worked as **Technical Support Executive**, and managed the Voice & Chat support in International Process and night shifts as well. Problem solving with the Application Software specially **Adobe** like **Adobe Photoshop, Adobe Lightroom CC, Adobe Bridge CC, Adobe Lightroom Classic CC.**
- 5. Currently working as Process Developer in Genpact India, Jaipur.**
 - Under this I am working as Process Developer, managing a Health Management System for CIOX Process and working with the US clients and customers, also working with INBOUND and OUTBOUND calling support in an International Process and night shifts as well. Logging requests with the Application Software known as **HEALTH SOURCE** specially for an Attorney, US Legal Government, Insurances, & Disability Determinations, Continuity of Care as well as the Patients personal requests to provide their supportive documents.

Computer Skill Set:

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|-----------------------------|---|
| Operating Systems | : MS-Windows 2000, MS-Windows XP, Windows-7 & 10. |
| Documentation Skills | : MS Office (Word, Excel, Power point). |
| Languages | : Basics of C, C++, Java, VB.net, HTML. |
| Data Base | : MS Access, MySQL, Oracle. |

Interpersonal Skills:

1. Ability to rapidly build relationship and set up trust.
2. Confident and Determined.
3. Ability to cope with different situations.
4. Collaborating and working well together with others.
5. Conflict management and resolution skills.
6. Public speaking and presentation skills.

Achievements & Extra Curriculum Activities:

- Participation in Intra College Cricket tournament held under in year 2012-2013.

Personal Profile:

Date of Birth : Aug 07, 1994.
Father's Name : Kishan Lal Soni.
Language Known : English, & Hindi.
Nationality : Indian.
Interest & Hobbies : Internet Browsing, IT services, Reading.

Declaration:

I hereby declare that above information are correct to the best of my knowledge and belief and I bear the responsibility for the genuineness of the above-mentioned particulars.

Signature