
Hemendra Jain

Mob. – 7383698887

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Objectives

To learn, develop and enhance skills and knowledge to contribute towards organizational and personal growth and to pursue a meaningful career.

Academic Qualification

| Level | Board | Year |
|--------------------|--------------------|-------------|
| Graduation (B.com) | Gujarat university | 2014 |
| H.S.C. | CBSE | 2011 |
| S.S.C | CBSE | 2009 |

Technical Skills

- Knowledge of **M.S OFFICE, EXCEL & TALLY.**

Skills

- Teamwork
- Communication skills
- Leadership
- Personal management
- Hard working

WORK EXPERIENCE

Job: M/s SKY TECHNOCAST PVT LTD (manufacturing company of castings)

Designation: Manager

From 06/2017-12/2018

Roles & Responsibility

- To ensure all the managerial task of the business.
- Maintaining relationships with suppliers & Customers
- Handling the Labour Contractors.
- Handling the Social as well as the Environmental Responsibilities of the Society.

Job: Asian Paints Ltd. (field marketing)

Designation: Bungalow DSR

From- 01/2019 to Till now

Roles & Responsibility

- Cross selling & up selling
- Generating & handling leads from cold calling, dealer & contractors.
- Visiting sites and regularly check updated work and updating status to customer.
- Upgrade the knowledge of contractor and handling customer satisfaction while W.I.P.

Hobby

- Swimming.
- Listening Music.
- Keen Interest in Outdoor Activities.

Personal Qualities

- Highly motivated to learn new things.
- Ability to produce best result in pressure situation.
- Ability to work as individual as well as in group.

Achievements

- Participated in inter-college dance competition & cultural activities.
- Participated in school competition. (Certificates).

Personal Details

- Date of Birth : 22nd September, 1992
- Permanent Address : A-504, Swastik Harmony,
Nr. AMC Water Works, Nikol
Ahmedabad-382350
- Gender : Male
- Marital Status : Married
- Languages Known : English, Hindi, Gujarati & Marwari