



HITESH THAKURWANI

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Career Objective

- Seeking a position in your organization where I can contribute my knowledge, enthusiasm and skills.
- To work in a creative, challenging environment that will hone my skills and help me grow as a professional.
- Always believed in hardworking and determination. My main motive is to achieve organizational goals and take the organization to greater heights.
- Grasp things very quickly and always keen to learn new things in life. I totally dedicate myself to my work and love to accept various challenges in my life.
- To achieve new heights in my career and escalate my analytical, accounting and communications skills by associating myself with professionally managed organization to lead with excellent career growth and return the best results to the organization from my work performance and experience.
- To augment my personal skills by achieving the company set goals within the specified time frame.
- To be well aware of the advancement of the new age technologies and utilize the knowledge for organizational as well as personal growth.
- To work in a dynamic organization that will help me utilize my professional and personal skills.

Professional Experience

Organizations	Position served	Responsibilities
MIDWAY SUPERMARKET, KINGDOM OF BAHRAIN	<i>Purchasing Assistant (Feb 2020-Present)</i>	<ul style="list-style-type: none"> ▪ Creation of new items in the system in terms of description, price and packing. ▪ Preparation of purchase orders for different branches and sending to management for approval. ▪ Updation of prices for items in the system as and when the price change letter from supplier is given. ▪ Working on the new items for promotion which is not listed taking into account the prices which are competitive in the market. ▪ Monitoring of sales for different items in various branches from time to time.
BESTLIME INTERNATIONAL NIGERIA LTD., LAGOS, NIGERIA	<i>Imports & Accounts (July 2017-September 2019)</i>	<ul style="list-style-type: none"> ▪ Explore the possibility of importing the goods which are highly in demand. ▪ Contact overseas supplier for the import of product and finalize the Cost & Freight for Lagos, Nigeria. ▪ Request for the Proforma Invoice including Cost & Freight, delivery period, payment terms (60/90 days D/A from date of shipment) and process necessary imports documents. ▪ Follow up with the payments from credit customers as well as set goals and deadlines for the department. ▪ To re-order the goods at a specific period of time before the stock finishes in order to have a continuity of business. ▪ Schedule and monitor surface pickup, delivery, or distribution of goods. ▪ Prepare and review operational reports and schedules to ensure accuracy and efficiency.
FRENCH TUTORING	<i>(July 2017 – September 2019)</i>	<ul style="list-style-type: none"> ▪ Provided French Tuition to school and college students after my job working hours as part time job. ▪ Student Capacity – 10-12 Students.
RHJ NIGERIA LTD., LAGOS, NIGERIA	<i>Administrative Head (Feb 2015 – Feb 2017)</i>	<ul style="list-style-type: none"> ▪ Manage the accounts of the company like updating the cheque details of the bank, entering the payment details to be made to the suppliers, preparing the daily sales report and submitting to the manager. ▪ Making the contract and agreement of the new employee joining the company. ▪ Computing the salaries for the employees of the company and entering into the payslip. ▪ Entering the petty cash transactions in the system. ▪ Entering the purchases details of the invoices in the system received from the suppliers for the products supplied. ▪ Checking the expiry of the employees personal ID's, passports and residence permits and making sure they are renewed. ▪ Performing other administrative duties as required.
PURE FOODS MARKET, GUDAIBIYA, KINGDOM OF BAHRAIN	<i>Purchasing Assistant, (15th December, 2013 – 25th)</i>	<ul style="list-style-type: none"> ▪ Place the purchase orders for the supply of goods. ▪ Ensure that the customers' needs and requirements are satisfied from time to time. ▪ Doing the market survey for various items in terms of price movement etc.

	<i>December, 2014)</i>	<ul style="list-style-type: none"> ▪ Ensuring proper space in the market for easy movement of customers. ▪ Making sure that all the items are displayed in the shelf in a proper manner and price tags are put on them accordingly. ▪ Maintaining records of daily purchases & sales in the system and keeping track of due date of payment to the suppliers. ▪ Making adjustments for the items in the system wherever necessary. ▪ Filing of the supplier's records and their invoices.
HASSAN MAHMOOD & SONS COLD STORE W.L.L., SITRA, KINGDOM OF BAHRAIN	<i>Marketing Development Executive, (23rd April, 2011 – 15th April, 2013)</i>	<ul style="list-style-type: none"> ▪ Receive orders request from customers, preparation of invoices according to the system price level and follow up with the dispatches making sure that every item is supplied to the specified customers. ▪ Ensure that all the customers get the items as requested within the specified period of time by arranging with the storekeeper for delivery vehicles to transport the goods from the warehouse to the customers. ▪ Filing of employee's records, customer's invoices and their credit applications. ▪ Follow up regarding the time to time renewal for the employee's passports, personal ID's and visas. ▪ Ensure that there is a proper physical stock verification for every stock checking done. ▪ Other duties as Management requires but not limited to administrativework.
RELIANCE RETAIL LIMITED, JAIPUR, RAJASTHAN, INDIA	<i>Summer Internship under the field of Marketing, (22nd May, 2008 – 21st July, 2008)</i>	<ul style="list-style-type: none"> ▪ Going to the various supermarkets and stores, examining their daily activities in terms of the items kept in the shelves along with the offer price or discount, checking the expiry dates of the items and taking necessary steps accordingly, observing the activities of customers and so on. ▪ Doing the market survey for various people living in the locality by asking them various questions and filling the questionnaire form accordingly.

Educational qualification:

Institutions	Education and project
AMITY UNIVERSITY, INDIA.	<i>MBA (Masters of Business Administration), 2016-18, Correspondence. Completed.</i>
AMITY UNIVERSITY, NOIDA, UTTAR PRADESH, INDIA	<i>Degree in Bachelor of Business Administration, December 2010</i> <ul style="list-style-type: none"> ▪ <i>Specialized in Finance.</i> ▪ <i>Certificate in Behavioural Science Course.</i> ▪ <i>Certificate in Foreign Language Course as French.</i> ▪ <i>Certificate in English and Communication Skills Course.</i> Project: Worked under HR at Reliance Retail Limited, Jaipur, India. Done the dissertation project also.

INDIAN LANGUAGE SCHOOL, LAGOS, NIGERIA	<ul style="list-style-type: none"> ▪ <i>CBSE X, May 2004</i> ▪ <i>CBSE XII, May 2006</i> ▪ <i>B.B. Garg Ability Award and cash prize for having shown worthwhile improvement in academic performance in March 2006.</i> ▪ <i>Certificate in PC Applications Level 1 (56 hours), April 2003 (NIIT)</i> ▪ <i>Certificate in PC Applications Level 2 (56 hours), May 2004 (NIIT)</i> ▪ <i>Certificate in Developing Desktop Applications using Visual Basic 6.0 (24 hours), June 2005 (NIIT)</i> ▪ <i>Certificate for Introduction to Oracle 8i: SQL (24 hours), June 2005 (NIIT)</i>
APTECH, LAGOS, NIGERIA	<ul style="list-style-type: none"> ▪ <i>Certificate for Accomplishment in C++, June 2006.</i>
ASHA BUREAU OF COMPUTING, JAIPUR, INDIA	<ul style="list-style-type: none"> ▪ <i>Certificate of Short Term Advance Computer Accounting Course, 15th December, 2015.</i> ▪ <i>Certificate of Short Term Office Automation Course, 15th January, 2016.</i>

Additional Skills

- Possess excellent knowledge over the usage of internet.
- Skilled in Microsoft Office (Word, Excel, PowerPoint).
- Proficient in Tally ERP software.
- Able to write and communicate aphoristic guidelines for achieving the networking objectives.
- Able to take quick decisions by considering the circumstances and the factual data for the future growth and sustainability of the organizations.
- 2 years of teaching experience in French.

Linguistic Proficiency

- Hindi: Speak, read and write.
- English: Speak, read and write.
- Sindhi: Speak.
- French: Speak, read and write.

Personal characteristics:

- Excellent communication skill
- Good in understanding the company norms
- Organized and detail oriented
- Effective listening ability
- Quick learner and adaptive to changes
- Determined and consistent
- Reliable, candid and honest
- Love to face challenges

Personal information:

- Sex: Male.
- Marital Status: Single.
- Date of Birth: 9th December, 1987.
- Father's Name: Mr. Ashok Thakurwani.

References

- Mr. Adel Ali Hassan : +973-39736622 (Hassan Mahmood & Sons Cold Store WLL, Sitra, Kingdom of Bahrain)
- Mr. Prateek Saluja: +91-141-4011211 (Reliance Retail Limited, Jaipur, India)

