**HARDIK PRAJAPATI**

**Email: harchiprajapti@gmail.com**

**Career Objective:**

To pursue a challenging and rewarding position which would utilize and further enhance my skills and

innovative potential, by the working in team synergy and with brilliant minds of similar vision, for the

purpose of making significant contributions to the growth of the industry.

**Personal Profile:**

Date of Birth: 23rd April, 1988.

Gender: Male

Marital Status: Married

Languages Known: English, Hindi & Gujarati

**Education Qualification:**

S.S.C. (10th), from Gujarat State Education Board in March 2003.

H.S.C. (12th), from Gujarat State Higher Education Board in March 2005.

B.Com. Bachelor from Gujrat University.

**Work Experiences:**

**EXPERTISE IN TRANSLATION:**

I am having 10+ years of experience in translating field. I am a professional Gujarati - Hindi translator with excellent command over English-Hindi-Gujarati languages.

**1. Have done English to Gujarati, English to Hindi Translation of more than million of words.**

**2. I wrote Hindi & Gujarati articles for Wikipedia.**

You will get perfect accuracy and punctuality. My quality of work will certainly satisfy you.

**Organization:** Vahanvati Machine Tools (Manufacturing Company)

**Designation:** Manager

**Duration:** June 12 to Present

**Location:** Gujarat, India

**Website:** www.vahanvatimachinetools.net

**Organization:** 7 Eleven.

**Designation:** Manager

**Duration:** Mar 10 to Mar 12

**Location:** Los Angeles, CA, USA

**Organization:** SourceGen Inc.

**Designation:** Back Office Admin

**Duration:** Oct ‘08 to Dec 09

**Description:**

SourceGen is a global consulting and service provider, delivering technology-driven business solutions that meet strategic objective of our clients. We deliver unmatched business values through combination of process excellence, outsourcing, quality framework and service delivery innovation to clients across different vertical industries.

**Responsibilities**:

* Working as a back office admin in the same company since oct 2008.
* As a part of technical recruiter, responsible for find out perfect match candidates for particular
* requirenment.
* Responsible for refreshing resumes of different different consultants on daily bases on Dice,
* Monster & Careerbuilder etc...
* Involving update consultant’s resumes by the requirements of different different skills.
* Also including web submitting of consultants on job sites like Dice, Monster and Careerbuilder for matching requirements.
* Responsible for updating and formatting resumes before submitting to the clients.
* Also responsible for searching resumes on dice for particular requirements.

**Organization :** JPMS Pvt. Ltd.

**Designation :** Back Office Admin

**Duration:** Jul 08 to Oct 08

**Responsibilities:**

* We used to get PDF files from our clients.
* I was responsible for converting PDF files into MSWord form with all caring details.
* Having mastery in MSWord.

**Organization:** Mphasis Pvt Ltd.

**Designation:** Customer Care Executive

**Duration:** Dec 06 to Apr 07

**Description:**

The world of IT and IT enabled services thrive on change. At Mphasis, we train, guide, and empower professionals to adapt to and make the best use of opportunities that the changing business environment offers. Mphasis has a strong company culture that is built on the key values of customer centricity, transparency, flexibility, pro-activeness, and commitment. These values form the foundation of long-term client relationships and lasting partnerships.

**Responsibilities:**

Responsible for getting call from customers and get back to them with satisfied solution, answer

withing decided time.

**Computer Skill:**

Computer basic (Having good command over MSWord)

MS-office

Internet & ResearchPersonal Qualities:

Person with “Can Do” attitude.

Quick Learner, Confident, Optimistic, Positive believing & Thinker, Self Motivated

Ability to work under stress

Punctuality

Keeping cool in any situation.

**Declration:**

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Yours Truly,

(Hardik Prajapati)