**BIODATA**

**Name :** Hiren Kumar MohanBhai Bal­­­­­­daniya

**Mobile No :** +919429202999

**E Mail :** hbaldaniya999@gmail.com

**Address :** Village: Malsika, Taluka: Dhari,

District: Amreli, State:Gujarat, India-365640

**Personal Details :**

Date of Birth **:** 23rd April 1988,

Nationality **:** Indian,

Hobbies **:** Reading Book, listen Music,

Language Known : Gujarati, Hindi, English,

**Family Details :**

Father  **:** Mohanbhai Baldaniya

Occupation **:** Farmer

Mother **:** Kantaben Baldaniya

Occupation **:** House Wife

**Education Qualification** **:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board/ University** | **Passing Year** | **Percentage** |
| **S.S.C.** | G.S.& H.E.B. | 2003 | 59.49% |
| **H.S.C** | G.S.& H.E.B. | 2005 | 65.17% |
| **BCOM**  Bachelor Of Commerce | Gujarat University | 2016 | 49.59% |

**Computer Knowledge :**Micro Soft Word,

Micro Soft Excel,

Micro Soft Power Point,

Email,

Internet marketing,

Tally,

SAP,

ERP,

**Account Entry Knowledge :** Sales Entry,

Purchase Entry,

Payment Entry

Expense,

Normal Journal Entry

**Work Experience:**

**Currently I Am Working With Baldaniya Enterprise in Sales Department as Business Development Executive (BDE) At Home from January-2021 to Till Date**

**Work Profile:**Develop the Business,

Generate the New lead,

Follow up of Customer on Call,

Do the Online Marketing,

Solve Customer Query before Sale and after Sale,

Do the Complete Sales Process,

Order Processing,

Product Information,

Order Tracking Details,

**I was working At HCG Cancer Center in OPD as Operation Executive in Billing Department from December-2018 to Febuary-2019**

**Work Profile:**Generate the Invoice,

Maintain the Patient Record,

Give the Next Follow up Date,

Solve the Patient Query Related to Invoice and Medicine.

**You’re faithfully**

**Hiren Baldaniya**