

CURRICULUM VITAE

MEET PATEL

ADDRESS : 11, Shyam Residency, Near Gokuldharm Residency, Andada-Mandva Road, Andada
393010, Ankleshwar, Dist.: Bharuch.

MOBILE NO. : +91-8734866974, +91-8141217476

E-MAIL : patelmeet.0796@gmail.com

OBJECTIVES

Experienced of Pharmaceutical warehouse, Auto sector, IT Company & Nylon Filament Yarn (Textile) seeks employment with a reputed organization to utilize 8 years of job knowledge and a demonstrated ability to work safely and efficiency.

PROFESSIONAL SUMMARY

- + A competent various experience in Pharma, Auto, IT Company & Nylon Filament Yarn (Textile) with more than 8 years of experience and comprehensive knowledge of Pharma Warehouse, Auto Accessory Industry, IT Company & Nylon Filament Yarn (Textile).*
- + Good in applying concepts of Pharma Warehouse for the optimization of equipment, procedures, to achieve better maintainability, reliability and availability of equipment and machinery.*
- + Skilled in Billing and Purchasing of Auto Parts.*
- + Skilled in Support Team Leader & computer operator at IT Company.*
- + Worked with Singapore clients & Trained New join candidate for company work in IT Company.*
- + Extensive familiarity with field specifications.*
- + Outstanding skills in working with various safety and control system.*
- + Excellent troubleshooting, communication and organizational skills.*
- + Excellent problem solving skills and an ability to think outside the box.*
- + Ability to work under pressure to meet set deadlines.*
- + At present work in HR & Admin Executive & Computer Operator in Prafful Overseas Pvt. Ltd.*

PRESENT WORK DETAILS

1.	Daily Work from Mail.	9.	Medicine.
2.	Update daily production Report.	10.	Accident case treatment for hospital.
3.	Daily production reports mail to HOD'S	11.	Employee personal file.
4.	Update GPCB Report	12.	Courier checking.
5.	Update Main Gate LED Screen.	13.	Attendance registers update.
6.	E-nomination.	14.	Joining formalities & Leaving formalities.
7.	Update Daily & Monthly Wind power (Scada) Report.	15.	Manpower report.
8.	Bank account Opening.	16.	Paper filling.

KEY SKILLS

- + MS Office
- + MS- Word, Excel & PowerPoint
- + Microsoft edge, Microsoft outlook, Microsoft Teams.
- + Tally ERP 9
- + Hardware Networking
- + Software developer
- + Internet, E-mail
- + HTML, DHTML, CCC
- + Accounting
- + Ability to work with precision
- + Team Leader
- + Analytical, Logical
- + Attention to details
- + Emphasizing Excellence
- + Effective Communications
- + Innovation and Persistence

COMPUTER SKILLS

- + Familiar with all MS-office Applications.

LANGUAGE KNOWN

- + English : Read, Write & Speak
- + Hindi : Read, Write & Speak
- + Gujarati : Read, Write & Speak





PROFESSIONAL EXPERIENCE

- ❖ **Prafful Overseas Pvt. Ltd. (Panoli):** As a HR & Admin Assistant & Computer operator from January 2023 to till date.
- ❖ **Amreli Tech Pvt. Ltd. (Surat):** As a Support team leader & computer operator from February 2022 to January 2023.
- ❖ **TATA MOTORS Shree Ambica Auto Sales & Service (Ankleshwar):** As a Purchase Executive in Store Department from January 2021 to January 2022.
- ❖ **Zydus Cadila Healthcare Ltd. (Ankleshwar):** As a Store Executive on contractual basic from June 2016 to December 2019.
- Work with Singapore client in the projects and as a support team leader to lead the team to work with team work at Amreli Tech Pvt. Ltd.
- Ensure the availability of mechanical spare parts with minimum inventory cost by planning their stock levels.
- Work on Billing and purchasing in store department at TATA MOTORS Shree ambica auto sales & services.
- Monitored good working environment and Periodical housekeeping at site by following safety rules and measures.
- Develop operating procedures, specifications of equipment's and standard of materials
- Performed preventive, predictive activities of warehouse department at zydus cadila healthcare ltd.
- Work on dispense the raw material & solvent material in warehouse at zydus cadila healthcare ltd.





ACADEMIC & PROFESSIONAL CREDENTIALS

<i>Qualification</i>	<i>School / College</i>	<i>University/ Board</i>	<i>Year</i>	<i>Stream/ Degree, Specialization</i>	<i>Score</i>
<i>E- Commerce</i>	<i>ITI (Industrial Training Institute, Ankleshwar)</i>	<i>NCVT</i>	<i>2015-2016</i>	<i>E- Commerce</i>	<i>80%</i>
<i>ADCS</i>	<i>Alfa Computer Center, Ankleshwar.</i>	<i>Skill development program by state government.</i>	<i>2015</i>	<i>ADCS</i>	<i>74%</i>
<i>Class 10th</i>	<i>National High School, Ankleshwar.</i>	<i>G.S.E.B</i>	<i>2015</i>	<i>General Subjects</i>	<i>50.33%</i>

PERSONAL TRAITS

-  *Able to provide working references.*
-  *Forward thinker and planner.*
-  *Highly motivated and have a good work ethic.*
-  *Can think quickly in emergencies.*

INTERESTS

-  *Running*
-  *Playing Football*
-  *Listening Music*
-  *Reading Books*
-  *Riding Bikes*
-  *Hiking*
-  *Photography & Videography*
-  *Dancing & Singing*

PERSONAL DETAILS

Name : Meet D. Patel
Father Name : Dilip H. Patel
DOB : 20th July 1996
Gender : Male
Religion : Hindu
Nationality : Indian
Material status : Unmarried
Mobile no. : +91-8734866974, +91-8141217476
Place : Ankleshwar

REGARDS
MEET PATEL