

RESUME

DHRUV ARVINDBHAI PATEL

E-MAIL:drptl.221@gmail.com

Mobile No: 9898128980

CARRER OBJECTIVE:-

Intend to build a career with a leading corporation with committed and dedicated people, which will help me to explore myself fully and realize my potential. & willing to work as a key player in a challenging and creative environment.

EXPERINCE:-

- PAYAL POLY PLAST PVT LTD, DAHEJ from July2024 to till date.
- KALAMANDIR JEWELLERS, SURAT from Sept2023.

EXPERIENCE IN DETAIL:-

- Working with SAP like goods receipts, good issue, transferposting-migo, billing packing creation, stock checking, and purchase order checking.
- I am handling the Dispatch , Store & Warehouse department.
- We handle the chemical drums like NDBP, 2DIP, 3D0TP, 4DINP, 5PAYOXYetc
- Bill auditing, Bank payment, Bank reconciliation
- Working on software ornate.

STRENGTHS:-

- Positive thinking & Proficient Communication.
- Ability to work under pressure.
- Good interpersonal skill can accomplish tasks individually as well as in a team.
- Good planning and monitoring skills.
- Dynamic and hardworking

COMPUTER LITREACY:-

- Proficient in computer application MSOffice programs like Excel, MSword and MSProject.

ACADEMICS:-

Name of course	School / College Name	BOAR/UNIVERSITY	PERCENTAGE	YEAR OF PASSING
HSC	L.PSAVANISCHOOL, SURAT	GSEB	68	2018
B.COM	K.PCOMMERCECOLLEGE,SURAT	VNSGU	67	2021
M.COM	C.DBERFIWALACOLLEGE, SURAT	VNSGU	68	2023

PERSONAL DATE:-

Date of Birth	22/01/2001
GENDER	MALE
MARITALSTATUS	UNMARRIED
NATIONALITY	INDIAN
RELIGION	HINDU
EMAILID	drptl.221@gmail.com
LANGUAGESKNOWN	ENGLISH,HINDI,GUJARATI

REFERENCE:-

- ARVIND.M.PATEL – 9998972730 , VCM-HMD

DECLARATION:-

- If the chance of working with your organization is given to me, I will prove myself and work with spiritual caution with a blend of intellectual, emotional or moral caution.
- I hereby declare that all the information given above is true and correct to the best of my Knowledge and belief.

SURAT

DHRUV PATEL

