

CURRICULUM VITAE

Sanket Patel

Address for Correspondence:

33, Gitapark Society,
Near Sureliya Estate,
Vastral Road, Amraiwadi,
Ahmedabad-380026.

E-mail: sanketm16@gmail.com

Contact No: +91 8460394110
9898657485

CAREER OBJECTIVE

Seeking a job opportunity in an esteemed organization like yours where with dedication and hard work I am confident to establish my career and gain a position of substantial responsibility.

PERSONAL DETAILS

Date of Birth : 23rd December 1990
Gender : Male
Nationality : Indian
Permanent Address : 33, Gitapark Society, Near Sureliya Estate,
Vastral road, Amraiwadi,
Ahmedabad-380026
Contact No : +91 8460394110, 9898657485
Languages Known : Gujarati, English & Hindi
Hobbies : Music, Travelling, Cricket,

EDUCATIONAL QUALIFICATION

Year	Qualification – Degree	Board / University
2018	B.A.	Gujarat University
2008	12 th	G.H.S.E.B.
2006	10 th	G.S.E.B
2011	CCC	BAOU

WORK EXPERIENCE

Gujarat Industries Development Corporation

July-2011 to February-2018

- **Department** : **Regional Manager**
- **Designation** : **EDP(Outsource Payroll)**
- **Location** : **Ahmedabad (Corporate-Office)**
- **Job Profile**

- ➔ **Gujarati Letter Correspondence**
- ➔ **TSP Module**
- ➔ **Word Reports (2r Permission, PTO, FTO, Etc.)**
- ➔ **Excel MIS**

Indokem Limited.

March-2018 Onwards

- **Department** : **Operation**
- **Designation** : **Admin Executive & Account**
- **Location** : **Ahmedabad (Branch Office)**
- **Job Profile** :

- ➔ **Office Maintaining, Back office work, Dealing with vendors.**
- ➔ **General Correspondence with Head Office.**
- ➔ **Generating invoice & Challan in SAP.**
- ➔ **Maintaining Stock & Dispatch Goods.**

COMPUTER SKILLS

- ✓ **SAP,TSP Module**
- ✓ **MS Office – Excel, Word, Power Point**
- ✓ **Internet & Email**
- ✓ **Computer Hardware & Networking**

I hereby declare that all the information provided by me is factual and correct to the best of my knowledge and belief.

(Sanket Patel)