

## MIHIR P. PATEL

21 Ari Dr, Somerset, New Jersey 08873 United States  
8482198878 | Mhrpatel85@yahoo.com

### EDUCATION

---

#### Sardar Patel University

Graduated May 2012

Bachelors, Business Administration, Accounting

Cumulative GPA: 3.4

Vallabh Vidhyanagar, India

March 2009 - March 2012

### EXPERIENCE

---

#### Ocean Breeze Pharmacy

Director of Operations

Staten Island, NY

Jan 2016 - Present

- Applying for non-resident pharmacy licenses in all states
- Handling renewals for all State and out of State Pharmacy licenses & make sure they are up to date
- Entity compliance (Foreign Entity) with Secretary of States
- Keep up with all rules and regulation changes with all State Board of Pharmacies and make sure the Pharmacy is in compliant with all the changes
- Basic computer, printer troubleshooting and networking

#### H&M International Transportation, Inc.

Billing Clerk

Iselin, NJ

June 2015 – Jan 2016

- Preparing and issuing billing invoices and claims for clients using AS400
- Updating customer files with current bills, invoices, and contact information
- Receiving and verifying carrier invoices
- Correcting errors or questionable invoices for adjustment

#### 7-Eleven

Assistant Manager

New Brunswick, NJ

January 2013 - May 2015

- Making sure financial objectives are met such as sales and expense management (payroll, shrink)
- Managing sales floor to ensure great customer service
- Merchandising product flow, opening and closing of the store, training new employees
- Forecast, order, and stock merchandise products

### SKILLS

---

Microsoft Office (Word, Excel, PowerPoint, Publisher)

Basic knowledge of Sonicwall Firewall

Online Databases such as Quickbooks and AS400

Proficient in English Gujarati and Hindi Language

#### Education in Progress:

CompTIA Network+

Free Code Camp : Frontend Development