

Curriculum vitae

Rajanikant C. Patel

Shymalnagar Society,

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CAREER OBJECTIVE:

To work with a dynamic organization offering growth and career opportunity and at the same time adopting new ideas and concepts, both for the organizational benefit as well as for the enhancement of career.

PERSONAL SKILLS:

I am a sincere, loyal and dedicated individual who has a great deal of ambition. I love to learn, and am always up to a challenge. I am seeking a position where I can develop and excel while giving my best to an employer.

EDUCATION QUALIFICATIONS:

Examination	Institution/College	Board/University	Passed Year	Percentage
10 th (SSC)	P.R.Patel S.V.H (Hirpura), Vijapur	G.S.E.B Gadhinagar	2007	DISTINCTION
Diploma in Computer Engineering	Government Polytechnic, Bhuj	T.E.B Gadhinagar	2010	PASS CLASS
Supply Chain Management	AMA, Ahmedabad	-	2018	Certificate Program

COMPUTER SKILLS:

- Software Installation and Uninstallation OUTLOOK and Mozilla Thunderbird Hardware and Networking Problem Solutions
- Expert in MS-DOS, MS-WORD, MS-EXCEL, WINDOWS 98, XP, VISTA, WINDOWS 7 & 10 (Installing, Formatting etc.)

WORK EXPERIENCE:

(1) Nepra Resource Management Pvt Ltd.-Ahmedabad

Designation: **Supervisor (Dispatch & Collection)**

Duration: 1st April 2016 to Till Date

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RESPONSIBILITIES-

- Handling 25 + Collection commercial vehicles for dispatch and logistic work.
- Coordinating, Planning, Directing full cycle of Logistic work.
- Supervise and monitor all workers and vehicles through online GPS system.
- Resolve any arising problems and complaints.
- Prepare MIS of worker's attendance and salary sheet, average collection.
- Maintain and plan every client's database for vehicle goods dispatch and working schedule.
- Prepare daily vehicle fuel average sheet, challan data, trip details etc.

(2) Taxi For Sure: Ahmedabad

Designation: Dispatcher (Cities -Ahmedabad, Baroda, Rajkot, Surat, Raipur, Jaipur)

Duration: 16th July 2014 to 20th March 2016 (1 Year 8 Months)

Responsibilities:

- Dispatch duties include answering called-in requests for cab service and sending the cabbies to the customer cell phone or computer.
- Send cabs off to customers and keep records of all road-service calls.
- Stay in touch with drivers while they are on road, help them to solve problems.
- Also guide drivers which routes to take to avoid traffic.
- When drivers are involved in accidents or other issues send other taxis to the customer.
- Make daily MIS of driver's report like attendance, timings, issues and their activities.

(3) Modern Communication & Broadcast System Pvt. Ltd. (MCBC) - Gandhinagar

Designation: IT Admin & Project In-charge

Duration: 19th October 2011 to 15th November 2013 (2 years)

Responsibilities:

- Project In charge & Server Engineer in Rajasthan EDUSAT Project.
- Handling vehicle planning and coordination.
- Back office work like documentation, Invoice record, etc.

(4) Vodafone Ltd: Ahmedabad

Designation: Customer Service Representative-CSR (Outbound)

Duration: 9th December 2010 to 14 April 2011 (4 Months)

Responsibilities:

- Make calls to customers who have questions or concerns related to their purchase experience or product use and when problems arise on customer accounts.
- Sell company's GPRS system through outbound calls and generate leads.

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HOBBIES:

1. Traveling, Surfing net, Listening Music.

PERSONAL PROFILE:

Father's Name: Lt. Chandrakant Patel

Date of Birth: 20th June 1991

Gender: Male

Marital Status: Married

Nationality: Indian

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Ahmedabad

Rajanikant C. Patel