

RESUME

Rupesh Patel

09725769256

Block No: 32/376,

Greenpark Apartment

Nr. Naranpura Telephone Exchange,

Sola road, Naranpura,

Ahmedabad -380063

E-mail: *yugrupesh29@gmail.com*

Marital Status : *Married*

Nationality : *Indian (Gujarati)*

Gender : *Male*

○ **ACADEMIC QUALIFICATION**

- *SSC from Gujarat Secondary Examination Board in year 1997 with Second Class.*
- *HSC from Gujarat Higher Secondary Examination Board in year 1999 with Second Class.*
- *B. Com from Gujarat University in year 2003 with Second Class.*

○ **COMPUTER SKILLS.**

Windows, MS Office Internet, and other basic computer operation.

○ **EXPERIENCE:**

- *At present Working With “**Harshid Shah Institute Of Chemistry**”*
*Now “**ONE LEVEL UP PVT. LTD.**” as a **Coordinator and administrator.***
- *Worked with “**Divyapath Science Day School**” as a **Coordinator and administrator.***
(During 2012 to 2014)
- *Worked with “**ALPHA SCIENCE ACADEMY (P) LTD.**” As a Administrator at*
Ahmedabad, Gujarat, India. (Since April '2000 to Octomber-2011)
- *I having a experience of Regional officer in “**India Bulls Pvt. Ltd.**” **Maninagar Branch,***
Ahmedabad.

○ JOB PROFILE:

Presently I am working as Administrator as well as Coordinator. I am looking after all the areas of administration such as.

Monitoring and acting as jack-of-all-Branches all over Gujarat, Initiate or act as initial contact point for any sort of administration work related to company.

Making necessary arrangements for company meetings, conference and other company functions.

Supporting and coordinating with Director and management in their respective work of the company.

Ensuring and monitoring safety in the company.

Ensuring and maintaining day-to-day administrative work of company.

Monthly maintenance expenses reporting

Wastage management & costing effective work

Ensuring, monitoring and maintaining company's' travels such as Hotel booking, Air and Rail booking, visa processing and other related work. (Past time)

Organizing, supervising frontline desk and ensuring optimum depth and width of distribution.

○ Hobby:

- *Music, traveling, administrative and management activities etc.*

○ PERSONAL STRENGTH:

- *Ready to take challenges & effective result*
- *Open enough to accept new ideas, good communication skills, ability To Learn from Superiors & Subordinates*

○ REASON FOR APPLYING:

- *For better and bright future*

Yours faithfully,

Rupesh Patel