**RESUME**

**PATEL JAUKUMAR JAYENDRAKUMAR**

##### PERSONAL PROFILE:

|  |  |
| --- | --- |
| Name | Jaykumar Jayendrakumar Patel |
| Permanent Address | 12/A Sardarkunj Society  Shahpur, Bahai center, Ahmedabad  Gujarat, India. |
| Date of Birth | 29th nov 1992 |
| Gender | Male |
| Mother Name | Patel Hansaben Jayendrakumar |
| Father Name | Patel Jayendrakumar Ravjibhai |
| Health | Good |
| Hobbies | Listening Music, Reading Book, Travelling |
| E-mail Id | Jaypetal.jp@gmail.com |
| Known Languages | Gujarati, English, Hindi |
| Religion | Hindu |
| Nationality | Indian |
| Marital Status | Unmarried |
| Contact Number | +91-7405871300 |

##### EDUCATIONAL PROFILE:

|  |  |  |  |
| --- | --- | --- | --- |
| **Examinations** | **University/Board** | **Year of passing** | **Percentage & Grade** |
| S.S.C | G.S.E.B.  Gandhinagar | 2008 | **75.38 %** |
| H.S.C  (Science) | G.S.H.S.E.B  Gandhinagar | 2010 | **68.29%** |
| B.com | Gujarat University  Ahmedabad. | 2013 | **48.11%** |

**COMPUTER SKILLS :**

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| --- | --- |
| **Computer knowledge** | M.S Office & Internet Browser |
| **Operating Sys.** | Windows Xp, Windows 7,8, Windows 10 & New… |

**WORK EXPERIENCE**

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| --- | --- |
| **Office Name** | INFINITY RETAIL LTD (CROMA) |
| **Location** | Iscon (satellite)  Ahmedabad, Gujarat, India |
| **Position** | Sales Executive Cum Cashier |
| **Duration** | March 2014 To Present |
| **Duties Performed** | Customer Handling , Maintance Of Stock, Suppliers Bill Verfification |

* **I have been working from 2014 to Present.**

|  |  |
| --- | --- |
| **Office Name** | AGIS LTD. (ESSAR GROUP OF COMPANY) |
| **Location** | Opp. Gujarat College  Ahmedabad |
| **Position** | Customer Care Executive |
| **Duration** | June 2012 To Oct 2013 |
| **Duties Performed** | Customer Care- Call Handling |

* **I have worked 1years & 5months.**

**OTHER ACTIVITY & SKILLS**

* I am talking very sweetly, so I have ability to deal with customer.
* I always eager to spend extra time in job.
* Taking tasks and completion on time.
* Always ready for challenging Tasks.

**DECLARATION:**

I hereby declare that all the statements made above are true, complete & authentic to the best of my knowledge & belief.

**Yours faithfully**

**Jaykumar J. Patel**