

RESUME

Patel Jigarkumar Ratilal
41, Shivnagar Society,
Chankiyapuri Road,
Nr. Rail- Way Crossing,
Ghatlodia, Ahmedabad- 380061.

Mobile: 9978955493

(B.Com)

Academic Qualifications:

Disciplinary Profile : Bachelor of Commerce

University : Gujarat University

College : Sheth R.A.Arts & Commerce College,
Ahmedabad- 380014.

Education	Qualification	Passing Year	Performance (%)
	T.Y.B.Com	Apr- 2007	50.00
	S.Y.B.Com	Mar- 2006	48.28
	F.Y.B.Com	Mar- 2005	45.42

Higher Secondary Education Record

Education	Examinations Passed	Board/ University	Performance(%)	Passing Year
	HSC	G.H.S.E.B.	52.83	Mar-Apr 2004
	SSC	G.S.E.B.	71.71	Mar- Apr 2002

Experience

(1) Avani Seeds Ltd in Office Assistant & Computer Operator 2008 to 2010

- Recode & Database Management.
- Filling & Data Entry.
- All Over in banking relayade working .
- Inword and Outword.
- Courier Mainintaning and oraganizing hard copies of files.

(2) Kotak Mahindra Bank In Dispatch Unit 2010 to 2011

- Saving A/C From Inword And Outward.
- Current A/C From Inword And Outward.
- Fixed Deposit Inword And Outward.
- S.R. Inword And Outward.
- Courier Mainintaning and Oraganizing Hard Copies Of Files.

- Problem Resolution.

(3) National Program for Prevention and Control of Cancer, Diabetes, Cardiovascular Diseases and Stroke in Computer Operator & Office Assistant 2012 to 2015

- Maintaining and Organizing Electronic Hard Copies Of Files.
- Filling & Data Entry.
- Camp Planning and Organising.
- All Staff Daily Attendance Reporting.
- Monthly Meetings Organising
- Monthly and Weekly MIS Reporting .
- Problem Resolution.

(4) R.B. Infotech In Computer Operator 2015 to 2016.

- Job Searching.
- Edit Job
- Closed Job
- Mapping Job
- Q.C. in job Mapping, Editing, Closing
- Daily and Monthly Reporting

(5) HDFC BANK IN In Dispatch Unit 2016 to Continue.

- Receiving Cheq.
- Sorting in Cheq.
- Inputting in Cheq.
- Courier Maintaining and Organizing Hard Copies Of Files
- Problem Resolution

KNOWLEDGE OF COMPUTER

- M.S. Office, Tally9, CCC, P.G.D.C.A. in Continue

PERSONAL DETAILS

Ø Name	: Patel Jigarkumar R.
Ø Father's Name	: Patel Ratilal K.
Ø Date of Birth	: 16 th Feb 1987
Ø Nationality	: Indian
Ø Gender	: Male
Ø Marital Status	: Unmarried
Ø Languages Known	: Gujarati ,Hindi ,English

Ø Hobbies

: Traveling , Cricket and Reading

Yours Faithfully,
(PATEL JIGAR)