



## CONTACT ME

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Opp Bombay Garage,  
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Ahmedabad-380004

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in @jinkal\_patel1230

## EDUCATION

**M.Sc. Mobile Application & Technology**  
**Gujarat University**  
2011 - 2013

**B.C.A.**  
**Kadi Sarva Vishwavidyalaya**  
2008 - 2011

**H.S.C.**  
**GujaratBoard**  
March 2008

## EXTRA ACTIVITIES

Owns and manages Cookery channel on the YouTube i.e. Jinkal'sKitchen

# Jinkal Patel

Hr-Admin Executive

## WORK EXPERIENCE

HR- Executive 2013 - 2020

**Out Reach First, Customer Care Executive service Partner of VODAFONE DOMASTIC GROUP. I AHMEDABAD**

- Handle the primary and secondary process of enrollment of Customer Executive.
- Manage and supervise other staff, ensuring there assigned and carries out proper tasks.
- Developing new area for business developments.

HR-Admin Executive 2021 - Till Now

**Sachin Gandhi & Associates I AHMEDABAD**

- Recruitment of Architect and Civil Engineer.
- Handling SGA reception desk & SGA back office work, Plan appointments and events.
- Create regular reports and update internal databases. (for Staff only)
- Respond promptly to manager's queries, Manage phone calls and emails.
- Facilitate internal communication HR related work – maintain employee record forms of all SGA employees with proper docs, HR documents, preparing appointment letter, experience letters, resignations process, reliving letters etc. for SGA.
- Observing attendance – punching details of SGA Staff on daily basis in Matrix machine
- Salary calculations of SGA staff & NEFT procedure of salary with the bank too.
- Manage Stationary, Manage Library and product samples related to SGA with proper records, Inventory Management, In & out material checking with stamping.
- Arrange all Catalogues – category wise with proper records.
- Manage Sub Consultant (filing/billing).
- Vendor Management & Development.
- Interdepartmental Coordination with in the Organization.
- Handling Petty cash & management

## PERSONAL DETAILS

**Name:** Jinkal Hardik Modi  
**Nationality:** Indian  
**Date Of Birth:** 30 Dec 1989  
**Marital Status:** Married  
**Hobbies:** Music, Surfing Internet.  
**Language:** English, Hindi, Gujarati