



# Chiragkumar Patel

Accountant & Computer Operator

A challenging work environment would be a good fit for me. The experience will assist me in exploring a challenging work environment that would be a good fit for me. The experience will assist in merging and developing my practical skills. I would like to look forward to the benefits of the organisation and the work assigned to me. Interested in utilising my experience and knowledge in the field of Commercial and Account Management in a challenging and responsible position

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📍 Ahmedabad,

## WORKEXPERIENCE

### Data OperatorExecutive

Servolution Systems Private Limited

09/2021-03/2022,

Ahmadabad, Gujarat

Achievements/Tasks

- ChequeClearing
- Verifying Cheque details

### Accountant

Shilpa Metals

06/2022-Present,

Ahmadabad,India

Manufacturer of all kinds of aluminum sheets, coils, and extrusions.

Achievements/Tasks

- Tracking payments to internal and external stakeholders
- Manage all accounting transactions
- Audit financial transactions and documents

## EDUCATION

### 12thStandard

Girdharnagar Shahibaug Higher Secondary School

06/2017-03/2018,

Ahmadabad,India

### Bachelor of Commerce

Gujarat University

06/2018-05/2021,

Ahmadabad,India

### Industrial Training Institute(ITI)

ITI, Kubernagar

06/2020-06/2022,

Ahmedabad, India

ICTSM

- Information & Communication Technology System Maintenance trade

### Masters of Commerce

Gujarat University

06/2021-06/2023,

Ahmedabad,India

## SKILLS

Computer Operator

Microsoft Office

Accounting

Billing

Management

Leading Team

Communication Skills

## LANGUAGES

Gujarati

Native or Bilingual Proficiency

English

Professional Working Proficiency

Hindi

Full Professional Proficiency

## INTERESTS

Driving

Learning New Skills

Travelling

Exploring New things