TWINKLE N. PATEL
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Resume of Twinkle Patel

SUMMARY OF EXPERIENCE:

- Around **SIX** years of experience in various roles like Back office Administrator (Client Service Executive, HR), Nursery Teacher, Web Application Developer Trainer (PHP, HTML, ASP.NET, DESKTOP APPLICATIONS IN .NET & BASICS in computer).
- Have an Experience in Gearlinc Systems at Ahmedabad as a Client Service Executive, HR for **FOUR** months.
- Have an Experience in Technocrutix Universal Pvt. Ltd. At Ahmedabad as a Scheduling Coordinator (Healthcare KPO) around **TWO** Years.
- Have an Experience in Apollo International School at Ahmedabad as a Nursery Teacher at for up to **ONE** year.
- Have an Experience in Sun Info Systems at Ahmedabad as a Web & Desktop Application Trainer (Asp.net, PHP, Basic HTML, MS office) around **TEN** months.
- Have an Experience in Nirmal Trading Co. at Ahmedabad as a Back office admin Executive around **ONE** Year and **NINE** months.

TECHNICAL SKILLS:
MS office (Excellence in Word, Excel, PowerPoint with short cuts), Internet, Back Office Support, Technical Recruiting.

EDUCATION:
MSC. IT. Mahatma Gandhi University, India (2012 – 2014)
BCA, Ahmedabad University, India. (2009 – 2012)
H.S.C. (Commerce), GSEB. (2009)
S.S.C., GSEB. (2007)

PROFESSIONAL EXPERIENCE:

Gearlinc Systems   **June 21 - Continue**
Back office Executive & HR

Gearlinc Systems, it's a manufacturing company of Gearbox which is used and supplied to Stone Manufacturing Co. Be it quality in terms of improved productivity or quantity in terms of increased production of Motors and Gears, Gearlinc Systems proclaims Various Number of Gears as well as Motors. Gearlinc Systems believe in extending their roles and responsibilities beyond the limitations of professional business.

Responsibilities:

- Entering Client details and Requirement in Software (Easy ERP).
- Export in Excel and Filtering Client Pending requirements in different Ways.
- Following up with Job work done or not which are sent outside city.
- Preparing and Uploading Documents for Importing Material in relevant sites.
- Planning which items are sort listed and need in nearest Future and share details with our Purchase Executive as per that information.
- HR Process Payroll, Update Policies, Maintain Employee Records and Conduct Benefit Analysis.

Technocruitx Universal Pvt. Ltd.   **Aug 19 - May 21**
Scheduling Coordinator

Technocrutix Universal Pvt. Ltd., it's a commitment that we are solution. Be it quality in terms of improved productivity or quantity in terms of increased revenue, Technocrutix Universal Pvt. Ltd. proclaims highest standard of medical billing as well as other multiple tasks. With its strong pillaring hold in healthcare industry, Technocrutix Universal Pvt. Ltd. aims to contribute to the improvement of the life and lifestyle of everyone.

Responsibilities:

➢ Entering Patient details in Software (Kinnser).
➢ Scheduling Clinician's appointment with patient in software.
➢ Following up with Clinician about appointment done or not in 48 hrs.
➢ Informing Agencies if the patient not seen by clinician with the reason.
➢ Taking TAT from the clinician regarding documentation on agency platform.

Apollo International school   **June 17 – June 18**
Nursery Teacher

Apollo International School is well known for providing best teaching in various areas based at Ahmedabad. It also provides various activities to children and their development activities during school time and after school too. They also take students on trips and picnics more than 4 times in a year.

Responsibilities:
➢ To teach toddlers.
➢ Prepare sheets and check their work duly.
➢ Prepare for various activity cards, days celebrations managements, and festival managements.
➢ Prepare result in Coral Draw addition with their all yearly activities participation photos and text descriptions for their life time achievements.
➢ Attain and manage summer camp activities.

Sun Info Systems   **Jul 16 - April 17**
Web developer Trainer

Sun Info Systems Providing training services to various age group. Sun Info Systems believe to provide training to clients to get better job opportunities in IT field.

Responsibilities:
➢ To teach students Web Developments Applications in PHP, Asp.net, Basic HTML.
➢ To teach students Desktop Application in Asp.net.
➢ To teach students MS office

Nirmal Trading Co.   **Jun 14 - Mar 16**
Back Office Executive

With over THIRTY years Nirmal Trading Co. provides services to Ginning Machinery Factories for machines parts. Nirmal Trading Co. provide best quality products to their clients in Gujarat, Rajasthan – India and Outside India too.

Responsibilities:
➢ Manual billing
➢ Client communications via email
➢ Prepare Documents , bills for Exporting Material

> ➤ Maintaining Stock of Products