



MAULIK PATEL

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SUMMARY

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a graduate with three years' of experience in management, I am excellent in working with others to achieve a certain objective on time and with excellence.

EXPERIENCE

DSWT (DIGITAL SCIENCE & WEB TECHNOLOGIES PVT. LTD

inventory manager , ahmedabad, india

- Worked as a Data Entry Operator,
- Inventory Manager of Products & Price,
- SEO (Search Engine Optimization) Operations
- Arranging & Manage company's Product data,
- Fix The Problem In website Such as Product Image, Price, Discounts etc.
- Search engine optimization for a good score of Company's website

RD ENTERPRISE (CONSTRUCTION & DEVELOPMENT)

Manager , ahmedabad, india

Administrative

- Preparation of legal documents such as Banakhat, Registry, Dastavej etc.
- Collection and procurement of documents from Customers
- Collection of funds

Operations

- Managing the Staff and Labourers on construction site
- Managing the inventory of construction materials and equipment.
- Facilitating the requirements of staff and Labourers for smooth and effective transition.

SKILLS

- MS Office
- Document management
- Digital preservation
- [Windows XP, 7, 10, 11] expertise

EDUCATION

Sharda Vidhya Mandir , CTM Ahmedabad, 2015

Certificate of Higher Education: Commerce

LANGUAGES

Gujarati: First Language

Hindi:

Proficient

C2

English:

Upper Intermediate

B2