MIT KUMAR MANOJBHAI PATEL

D.O.B.: 23-10-2000

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# **EDUCATION**

|  |  |  |
| --- | --- | --- |
| **COURSE** | **BOARDE / UNIVERSITY** | **S.P.I / PERCENTAEG** |
| D.E.E | G.T.U / SEM-6 | 8.6 SPI |
| D.E.E | G.T.U / SEM-5 | 7.6 SPI |
| D.E.E | G.T.U / SEM-4 | 8.2 SPI |
| D.E.E | G.T.U / SEM-3 | 7.5 SPI |
| D.E.E | G.T.U / SEM -2 | 7.9 SPI |
| D.E.E | G.T.U / SEM-1 | 7.5 SPI |
| S.S.C | G.H.S.E.B | 57.59 % |

# **LANGUAGES**

**English**  Excellent reading, writing

**Hindi –** Excellent reading, writing and speaking

# **SPECIALIZED SKILLS**

* Excellent interpersonal and communication skills
* Multi-tasking abilities with proficiency in organizing and managing different tasks
* Expert knowledge of handling administration and paperwork

Skilled in book keeping and preparing statistical and financial records

* Proficient in assigning duties and scheduling shifts
* Ability of recruiting, training and supervising staff
* Expert marketing and finance skills topromote business

**RESPONSIBILITIES AND ROLE DETAILS**

* Managing operations of a high-volume finance and organize staff of over 35 employees
* Co-ordinate administration, budget, payroll, staff and vendors
* Maintain high standard quality hygiene, health and safety

# **OTHER INTERESTS**

* watching YouTube videos, Gadgets freak, Listening Musics, Reading

**HOBBY**

* CRICKET

**Thanking You,**

**Yours Sincerely,**

**PATEL MIT. M**