**Resume**

**Praful B. Patel**

**Add :** D-702, Maruti Heights,

Opp. Samor Reality,

New Naroda, Ahmedabad, Gujarat

**Mo :** 8401166604

**E.Id :**  [prafulbpatel79@gmail.com](mailto:prafulbpatel79@gmail.com)

**Objective :** To find a situation that will allow me to make the best use of my skills, continue to learn, and provide a productive employee of organization.

**Experiences:**

* **E-Health Solution - Ahmedabad**

Role:- MIS Executive (Worked from 17th September 2021 to till today)

Medical reporting in advanced excel

* **Ashtron Chemicals - Ahmedabad**

Role:- Clerical Work (Worked from 01st June 2020 to 01st June 2021)

Billing Work

Sales and Production reports

Online Govt. Medical Tender Processing

* **Microweb Outsourcing (Ahmedabad)**

Role:- MIS Executive cum Team Leader (Worked from 01 September 2008 to 31st March 2020)

Auditing the data processed by agents and help to solve their queries

To follow up and in touch with domestic clients and vendors on daily basis

Planning and Implementation for newly projects

* **Aryaan Imaging Business Consultants Pvt. Ltd. (Ahmedabad)**

Role:- Team Leader (Worked from 17h January 2012 to 18th December 2012)

Preparing Data Processing Report

Data MIS Analytics

* **Data Max Info. (Ahmedabad)**

Role:- Team Leader (Worked from 16h July 2007 to 31st August 2008)

* **M/S Super S B Wire Industries (Chansama)**

Role:- Cashier cum Accounts (Worked from 01 February 2005 to 12th December 2006)

**Academic Details :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Institute/University** | **Year of Passing** | **Result / Class** |
| B. Com | NORTH GUJARAT UNIVERSITY | 2000 | First Class |
| M. Com | NORTH GUJARAT UNIVERSITY | 2002 | Second Class |

**Computer Skills :**

**Aptech 2 Years Computer Programming**

**ITI (COPA) Course**

**Tally 6.3**

M.S. Office, Internet savvy

Acquiring good typing speed of approx. 50 wpm

**Personal Traits / Strong Points :**

* Good Logical, Analytical & Creative thinking.
* Quick Grasping of situations, demands & Technologies.
* Positive Attitude, ability to work in team and to take the lead as and when required

**Personal Details :**

Date of Birth : October 20, 1979

Hobbies : Reading, Music, Cricket

Languages known : English, Hindi, Gujarati

Marital status : Married

**Yours truly,**

**(Praful B Patel)**