

Curriculum Vitae

PATEL KIRTAN J.

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Address: - Om,
Hathi Pole,
Opp. Kinjal Clinic,
Dist: Vadodara

(Gujarat) –India

SUB: - Application for the suitable post.

Career Objective

Seeking a Position to utilize the opportunities provided and performs at the best of abilities in the Management Industry that offers professional growth while being resourceful, innovative and flexible and also looks for new challenges and work towards achieving them with the highest level of efficiency.

Previous Experience

- I have an Experience in Admin department in Medical transcription department in **Blessing InfoTech & Grow High IT health Care Solution.**
- I had worked from **01.07.2011 till from 5.10.2012.**

Work Profile

- **Work as an admin department in Medical Transcription.**
- **Handle all types of Doctor's Voice file, Patient list and handle data related to patient.**
- **Keep Data up to date day by day.**
- **Mailing our mediator company and Doctor's.**
- **Solving doctors quarry regarding file issue.**

Current Experience

- At present working with **Paris Perfume & Cosmetics Pvt Ltd.** Having experience as **International Marketing Executive - Export Department.**
- I am working from **06.10.2012 till this date.**

Current Salary

- **Company provide me 12000/- per month**

Work Profile

- **Developing new market for exciting products and new products.**
- **Floating Enquiries and Negotiating with Suppliers.**
- **Generating new Enquiries and Sales Order from customer.**
- **Sourcing and Vendor Development for products.**
- **Regular follow up with Suppliers and Vendors.**
- **Coordinating In Bound and Out Bound Logistics for dispatch of Materials.**
- **Good in analysis so as to create and provide various reports as and when required.**
- **Making invoice of products.**

Qualification

I had passed SSC with 55%

I had passed HSC with 58%

I had passed my graduation (ARTS) in M.S. Uni. at Vadodara.

Computer Competency

- Basic Knowledge of computer and familiar with Working Internet.
- Spoken English and personality development.

Personal Detail

Name : **Kirtan J. Patel.**
Father's Name : Jagdish R. Patel.
Date of Birth : 12July 1988.

Language : English, Hindi, Gujarati

**You're sincerely,
Mr. Kirtan Patel**