**CURRICULUM VITAE**

**MRUGESH BHARATKUMAR PATEL**

**Contact No.:** +91 9904391839

**E- mail:** mrush.patel@gmail.com

**CAREER OBJECTIVE**

To excel as a Human Resource professional in a leading organization. To work with creativity and interest for the success of the organization, where I can utilize my Managerial & Technical skills and learn new skills to attain greater heights in the H.R. field, there by become an asset to the organization.

**WORK EXPERIENCE**

**Company Name:** Eris lifesciences Pvt. Ltd

**Duration:** April’11 to till date

**Job Description:** Assistant - Distribution

**Job Role:**

* Monitoring & control of various operational parameters of Warehousing, Inventory Management and Logistic.
* Handling the Sample issued process, Credit note process, Overdue outstanding, Free scheme process and Destruction process.
* Handling the CFAs & Stockiest all over India and be responsible in settling their Claims, Commissions, Saleable and Expiry Credit Notes and Overdue Outstanding.
* To keep-up cordial relations with all concerned Statutory Auditors for quarterly audit of CFAs.

**Company Name:** Sandesh Mundra & Associates (Charted Accountant)

**Duration:** Oct ’10 to April ’11

**Job Description:**

* Statutory Auditor in St. Laurn Hotel (Ahmedabad).
* Internal Auditor in Gujarat Telelink Pvt. Ltd.
* Done Stock Audit in MTS (Aslali), Karnavati Engineering Ltd. (Kadi) & Gujarat Telelink Pvt. Ltd.

**Job Role:**

* Independent handling of Audit Assignments and Prepare detailed reports on audit findings.
* Inspect account books and accounting systems and use of accepted accounting procedures to record transactions.
* Verify all the system entry with the hard bound supporting or secondary clients.
* Examine inventory to verify journal and ledger entries of Cash and Check payment, Purchase, Expenses and prepare Trial Balances by examining and authenticating inventory items.

**Company Name:** Mphasis an HP Company

**Duration:** June ’10 to sept’10

**Job Description:** Customer Service Representative

**Job Role:**

* Complete call logs professionally with limited time.
* Data entry and maintained customer's data bases.
* Responsible for answering the quires of the customers.
* Answer incoming calls from customers for handle complaints, troubleshoot problems and provide them accurate information.

**Company Name:** Unicon Securities Pvt. Ltd.

**Duration:** May’08 to April ’10

**Job Description:** Terminal Operator

**Job Role:**

* Execution of trade on behalf of clients.
* Managing client's portfolios.
* Giving them news and precondition of the market and update them regularly.
* To maintain good relation to the clients.

**EDUCATIONAL QUALIFICATION**

**2010-2012**: M.B.A. with HUMAN RESOURCES from C. V RAMAN UNIVERCITY Dual Specialization: **Major: Human resources & Minor: Finance** Result: I Class

**2007-2010**: B.com, **C. C. Seth college of commerce**, Gujarat University Result: II Class

**COMPUTER KNOWLEDGE**

* Ms Office, D.T.P., Tally 7.2 & 9.1, Internet, ERP, C language, html, FoxPro & other software knowledge.
* I have passed ‘O’ Level from DOEACC.
* I have passed MS-office, DTP & Tally from AIIET.

**STRENGTH**

* Good analytical skills.
* Good negotiation skills.
* People management skills with Leadership & Organizing.
* Problem solving and troubleshooting abilities.
* Decision making skills & High commitment levels.
* High energy levels & Positive attitude.
* Hardworking, result oriented innovative and ability to learn new technology.
* Quickly absorb information and procedures.
* Self motivation & Self confidence.
* Willingness to learn in creative environment.

**SPECIAL INTEREST**

* Expand my knowledge by searching interesting things on internet.
* Listening to music.
* Watching movies.

**PERSONAL PARTICULARS**

Father’s Name : BHARATKUMAR B. PATEL

Date of Birth : 25/10/1989

Address : 14, BALARAM SOCIETY

NEAR. GAYATRI MANDIR

RANIP

AHMEDABAD- 382480

Gender : Male

Marital Status : Unmarried

Nationality : Indian

Religion : Hindu

Mother Tongue : Gujarati

Native Place : Ahmedabad

Languages Known : Gujarati, Hindi & English

**MRUGESH**