

Sahil Patel

Computer Savvy

Leesburg, GA 31763

sahildepatel@gmail.com

9516423602

Skilled with computers and numerous programs including word, excel and visual studio. Four years of handling front desk has trained me in handling almost any situation regarding customer service with efficiency and customer satisfaction.

Authorized to work in the US for any employer

Work Experience

Front Desk Clerk

Baymont Inn and Suites - Albany, GA

July 2016 to Present

Providing excellent customer service to anyone and striving to make sure they feel at home and welcome.

Education

High school or equivalent in Computer Science

Georgia Southwestern State University - Americus, GA

August 2018 to Present

High school diploma in Computer Science

Georgia Southwestern State University - Americus, GA

August 2018 to Present

High school or equivalent

Skills

- Certified in Microsoft Word and Excel
- Customer Service (4 years)
- Guest Service (4 years)
- Computer Science
- C/C++ (2 years)
- Front Office
- JavaScript (1 year)
- Microsoft Office (4 years)
- Research
- Typing

- Visual Studio
- C#

Languages

- English - Expert
- Hindi - Intermediate
- Spanish - Intermediate

Certifications and Licenses

Microsoft Word + Excel certification

March 2018 to Present

Demonstrates ones expertise in Microsoft Office Word and Excel with skills to navigate through the software professionally.