PATEL CHIRAG DHARMENDRAKUMAR

CONTACT

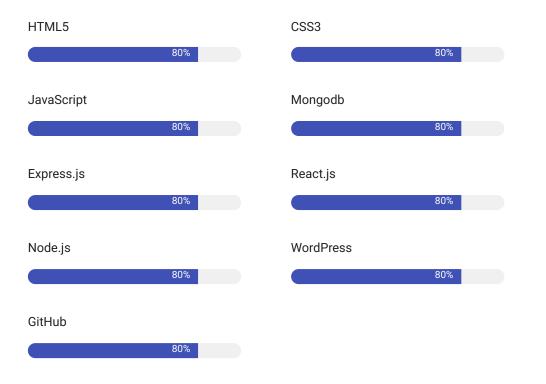
- chiragpatel191910@gmail.com
- 7046925604
- 4, Jornagnagar Society, Radhaswami Road, Ranip - 382480



PROJECTS

 Personal Portfolio Website https://chiragpatel191910.github.io/lamchirag/

SKILLS



EDUCATION

September 2020

• B.Com

Smt. Sharlaben Chaturbhai Patel Institute Of Commerce 85.21%

EXPERIENCE

October 2021 - Continue..

Pharmalab India Pvt Ltd

Commercial Officer

2 Years

March 2021 - October 2021

• Apex Construction

Data Entry Operator

December 2018 - July 2019 8 MonthsState Bank of India

Online Net Banking

8 Months

ROLES

· Preparing Commercial Invoice, E-invoice and E-Way Bill,

Uploading Tax Invoices on Vendor Portal,

Sending Proforma Invoice To The Customer,

Follow up for The Payment,

Various Communication With Customer in Mail,

Arranging Quotations,

Preparing Quotation Comparison Sheet,

Purchasing Packing Material For Packing,

Handling 5 Workers for Packing Activities,

Arranging Transportation for Delivery,

Dispatch Intimation to The Customer

ACHIEVEMENTS & AWARDS

• 3 Times won in western Group Song and 2 Times won in western Solo Song in Gujarat University Youth Festival.

INTERESTS

· Singing, Programing, Watching YouTube, Reading, Participating in extracurricular activities

LANGUAGES

• English, Gujarati, Hindi

PERSONAL INFORMATION

• Date Of Birth: 19/08/2000

CERTIFICATES

· Got Certificate From John Hopkins University, USA

HTML CSS AND JAVASCRIPT FOR WEB DEVELOPERS

Link: https://coursera.org/share/75d56d39c98dc49268539a63dba0ede0