

PATEL CHIRAG DHARMENDRAKUMAR

CONTACT

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Ranip - 382480



PROJECTS

- **Personal Portfolio Website**
<https://chiragpatel191910.github.io/lamchirag/>

SKILLS

HTML5



CSS3



JavaScript



Mongodb



Express.js



React.js



Node.js



WordPress



Git Hub



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
8 Months

December 2018 - July
2019

- **State 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>