

Jinal Patel

Goregaon West, Mumbai, Maharashtra • pjinal703@email.com • + 91 93726 12952

PROFESSIONAL EXPERIENCE

ANIL S. PATEL (LAW FIRM)

Mumbai, Goregaon

Office Admin

APRIL 2021- February 2024

- Proactive Office Admin with 2.5+ Years of experience managing office operations in fast-paced, deadline-driven environments.
- Skilled at working effectively with different departments to coordinate information and resolve problems.

Supports company operations by maintaining office systems and supervising staff.

Maintains office staff by recruiting, selecting, orienting, and training employees.

Maintains office staff job results by coaching, counseling, and disciplining employees, and planning, monitoring, and appraising job results.

Handles administrative tasks for faculty searches and staff recruiting.

Performs other related duties as assigned.

EDUCATION

BCOM

Mumbai, Malad

Ghanshyam Das Saraf College of Arts & Commerce

2011-2012

PROFESSIONAL COURSES

NMIMS

Mumbai

MBA (Distance)

2021-2024

IT VEDANT

Mumbai, Borivali

Full Stack Developer

2024-Pursing

TECHNICAL SKILLS

- Programming Language: Python
- Database Language: SQL
- Web Designing

CERTIFICATE'S

- SQL Essential Bonus Lessons
- Programming Foundation and SQL
- Web Designing Basic

SOFT SKILLS

- Communication
- Critical Thinking
- Team Handling
- Multitasking
- Time Management

PROJECTS

PROJECT NAME – PORTFOLIO

- A personal portfolio showcasing my skills, projects, and contact information. Using HTML, CSS, and JavaScript.

PROJECT NAME - STORE MANAGEMENT DATABASE

- Developed a database system to store and manage customer data. Designed and implemented a normalized relational database schema to store customer, product, and transaction data.

- Wrote complex SQL queries, stored procedures.
- Performed data cleaning and validation to ensure accuracy and consistency across tables.
- Optimized queries for performance, reducing query execution times.

PROJECT NAME - WEATHER FORECAST

- Worked on current weather and forecasts using an API, built with HTML, CSS, and JavaScript.