


# Jinay Tandel

+91 9033747580 

tandel.jinay77@gmail.com 

<https://www.linkedin.com/in/jinay-tandel-7b531684/> 

A challenging career which favour learning, creativity, and provides exposure to new ideas and that prompt personal and professional growth along with the organization.

- Basic knowledge in creation of Cloud BIP Reports, OTBI Reports, Scheduling, Bursting, Alerts.
- 
- Expert in designing RTF Template, Excel Template as per the requirement.
- Good interpersonal and communication skills, dedicated, result oriented with enthusiasm to learn new technologies and Capable of working independently and as well as a part of a team.

---

## Skills


---

## Experience

JUNE 2019 – DEC 2022

**Assistant Manager / JAYGARMENTS INDIA PVT LTD**  
SACHIN, SURAT

- Handling Core HR Functions.
- Handling Payroll.
- Preparing and maintaining various legal forms, format & register as required and submit to concerned authorities to ensure Completion of Legal Compliances.
- Statutory Compliances (ensuring Payment of PF, ESIC and PT challans are paid within the time frame) seeing to various claims.

FEB 2017 – JUNE 2019

**Assistant / TAXTRADE INTERNATIONAL LTD**  
SACHIN, SURAT

- New joining employee's formalities
- Individual Registration in PF & ESIC
- Maintaining registers like Leave With wage register, I-card register, etc.
- New joining entry in salary software and other administration work.

FEB 2016 – OCTOBER 2016

**CASHIER / TOUCHWOOD FURNITURE**

## BILIMORA

- Salesman
- Cash handling
- Daily reporting
- Data entry operator

---

## Internship

- General training in VASUDHRA DAIRY, Alipore, Chikhli., for 2 months. I have visited all department and studding about all departmental work.

---

## Education

July 2023 - Present

**PGDCSA(REGULAR) / Gujarat University**

from Department of Computer science, Ahmedabad.

APRIL 2015

**M.B.A. (FINANCE)/ Veer Narmad South Gujarat University**

5.96 CGPA from Department of Business and Industrial Management, Surat.

MARCH 2012

**B.COM/ Veer Narmad South Gujarat University**

52.11% from A.V.Patel Commerce college, Bilimora.

---

## Personal Details

- **Date of Birth :-** July, 31 1992
- **Language Know :-** English, Hindi & Gujarati
- **Hobbies :-** Travelling, Photography