




# Jinay Tandel

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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 PHP, Database connectivity, Date storage and retrieval, exception handling, etc.
- Basic knowledge in python, class and object, function, exception handling, etc.
- Basic knowledge in JavaScript, event, form validation, etc.
- 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.

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## Skills

- Office Administration
- Timekeeping
- Payroll
- Problem Solving
- Statutory Compliances
- Oracle Fusion Technical

<b>Languages</b>	MySQL, JavaScript, Python, PHP, C , Oracle SQL
<b>Tools / DB/Packages</b>	MySQL workbench, Visual Studio Code, Spyder, MS office, MS excel, BI Publisher
<b>Operating System</b>	Windows

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## 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

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## Internship

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

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## 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.

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## Personal Details

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