

Foramben P. Patel

356, Winnipeg Avenue
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ON, Canada
807-356-3440
forampatel3010@gmail.com

To

Hiring Manager,

Respected Sir/ Ma'am,

I would like to offer myself as a candidate for a suitable position based on my Qualification. I have heard about opening in your organization from your website.

I aspire to be a part of your organization and I am therefore, forwarding my resume to be reviewed and consider for any vacancy in your esteemed organization. I request you to consider me for your interview process for any vacancy.

As I have shown in my resume, I have experience in working on different skills in my previous organization Tech Rational, from where I have learned and mastered many skills which I can offer to your organization.

In addition, I have proven with my time management skills where I was able to do my job as well as earn a Diploma Degree in the field that was quite different from my previous studies that I can learn as well as earn without effecting or compromising in any part of my responsibilities. I would like to continue the same trend of learning while doing a job on a part time.

If I am given the opportunity to serve your organization, all my efforts shall be towards the development of the organization and to fulfill the given responsibility and add value to the organization objectives.

Looking for your favorable responses and thanking you in anticipation.

With Regards,

FORAMBEN PATEL

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SKILLS AND QUALIFICATIONS

- | | |
|---|---|
| <ul style="list-style-type: none">• Excellent interpersonal and communication skills• Solid presentation skills• Proven teamwork skills• Three-meter rule• Punctual | <ul style="list-style-type: none">• Exceptional customer-service skills• Multi-tasker• Quick learner• Loyalty to Organization• Dedicated to Work• Ready to adapt |
|---|---|

EDUCATION / TRAINING

ICT Solution for Business
Confederation College

Jan,2020 - Present
Thunder bay, Ontario, Canada

Information Technology (Bachler's of Engineering)
Sabar Institute of Technology for Girls

2014
Tajpur, Gujarat, India

Smart Serve Certification
Alcohol and Gaming Commission of Ontario (AGCO)

2020
Ontario, Canada

EMPLOYMENT EXPERIENCE

Hardware and Networking Executive
Tech Rational

May,2014-Feb,2019
Gandhinagar, Gujarat, India

- Project Management
- Customer Handling
- Supply Management
- Accounting

Computer Skills

Proficient inn working on Word, Excel, Outlook, Explorer and can quickly learn any other required Software's.

References

Available upon Request.

Availability

- Available everyday.