

Urvish Patel  
Pearl Home's Mahavirnagar , Himatnagar , India  
9913668981  
urvishpatel@gmail.com

Jul 24, 2022

Mr. [Hiring Manager's Name]  
XYZ Manager Position  
XYZ Company Name, Inc.  
XYZ Company Full Address

Dear Mr. [Hiring Manager's LastName],

Thank you for taking the time to review my resume. I am interested in the Coordinator position advertised on ABC. My resume is enclosed for your assessment. Given my related experience and excellent capabilities, I would appreciate your consideration for this job opening. My skills are an ideal match for this position.

Your Requirements:

- \* Responsible for evening operations in Student Center and other facilities, including managing registration, solving customer problems, dealing with risk management and emergencies, enforcement of department policies.
- \* Assists with hiring, training, and management of staff. Coordinate statistics and inventory.
- \* Experience in the supervision of student staff and strong interpersonal skills are also preferred.
- \* Experience in college programming and management.

My Qualifications:

- \* Register students for courses, design and manage program software, solve customer problems, enforce department policies, and serve as a contact for students, faculty, and staff.
- \* Hiring, training, scheduling and management of staff, managing supply inventory, and ordering.
- \* Extensive experience in collegiate programming and management.
- \* Excellent interpersonal and communication skills.

I hope you will find that I am qualified for the position you are trying to fill. Please let me know, If I can provide you with any further information on my background and qualifications. I appreciate your taking the time to review my credentials and experience. Again, thank you for your consideration.

Sincerely,

Urvish Patel

# Urvish Patel

Mobile: 9913668981

E-mail: urvishpatel@gmail.com

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## About Me

### Detail Info

#### Address

Pearl Home's Mahavirnagar Himatnagar  
India

#### Birth Date

08/Nov/1991

#### Summary

Beat the competition with a professional and impressive resume that can be emailed, shared and downloaded in PDF formats. Resume Builder help to create professional resumes in PDF format in minutes.

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## Education

### N M Gopani Polytechnic Institute

2007 - 2011

Diploma

Stanford people take on audacious problems, bring imaginative new approaches to solving them, and work collaboratively to advance knowledge and make meaningful contributions to our world.

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## Experience

### Dubond Pvt Ltd

2014 - 2019

Sales Excutive

### Stiffo Tmt

2019 - 2022

Sales Executive

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## Projects

2012 - 2016

Resume Builder App

CV or Resume is the first impression while job hunting. Getting the job you deserve in this economy can be difficult without the right help and training.

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## Interest

Music, Travelling

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## Languages

English, Gujrati, Hindi

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