

Jenil Chhantbar

 **Address:** Iva Park 2,, Near Sunrise School , 361005, Jamnagar, India

 **Email address:** jayneelchhatbar@gmail.com  **Phone number:** (+91) 9316099312

Gender: Male **Date of birth:** 01/11/1984 **Nationality:** Indian

WORK EXPERIENCE

[01/01/2005 – 28/12/2006] **Data entry clerk**

Auto Brass Pvt. Ltd.

City: Jamnagar

Country: India

Main activities and responsibilities:

As a Post of Data Entry Clerk I do routine in - out Materials entry in chalan book and then fill data in excel, also make invoices and cash handling.

[01/01/2007 – 30/12/2009] **Customer service representative**

Cybersky Internet Cafe

City: Jamnagar

Country: India

Main activities and responsibilities:

Provide Customer Service in Internet Cafe

[01/01/2010 – 14/12/2013] **Office Assistant**

Sankalp Creation

City: Jamnagar

Country: India

Main activities and responsibilities:

Prepares, compiles, and sorts documents for data entry. Verifies and logs receipt of data. Transcribes source data into the required electronic format. Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners. also maintain daily In-Out Material Process in Software, Make Invoices/Vouchers, Handling Cash Register.

[18/12/2013 – 07/11/2020] **Office Admin/Cashier**

SPEED GOLD INDUSTRIES LLC

City: SHARJAH

Country: United Arab Emirates

Main activities and responsibilities:

Great knowledge and strong work in proficient, perfect as well as admin support to the company's associates and supervisors, as well as I was handle Cash Register/Cashier position. I was handling company Purchase queries..worker attendees, stock maintaining, billing, filing, Make Sales Vouchers etc...

[23/11/2020 – 28/02/2022] **Store Executive**

Fivestar Metal India

City: Jamnagar

Country: India

Main activities and responsibilities:

Prepares, compiles, and sorts documents for data entry. Verifies and logs receipt of data. Transcribes source data into the required electronic format. Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners. also maintain daily In-Out Material Process in Software, Make Invoices, Handling Cash Register.

**EDUCATION AND
TRAINING**

[01/04/2000 – 31/03/2001] **Higher Secondary Education**

Koronation High School

Address: Mangrol, 362225, Mangrol, India

[01/01/1994 – 31/12/2000] **SANGEET VISHARAD (B.A. in MUSIC)**

Gandharv Mahavidhyalaya

Address: Mganrol, 362225, Mangrol, India

LANGUAGE SKILLS

Mother tongue(s): Gujarati

Other language(s):

Hindi

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

English

LISTENING B2 READING B2 WRITING C1

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

DIGITAL SKILLS

MS OFFICE | Windows 10 | Cashier | Outlook | Sosyal Medya Aralar (Facebook Instagram Twitter Youtube vb) | PHOTOSHOP(BASIC LEVEL) | whatsapp | Computer Literacy | Experienced in online communication tools such as Meet Zoom and WhatsApp | General Administratoin | Have positive attitude | Task Management | I am an active listener | fast learning ability | Curiosity and eagerness to learn | Kind and Compassionate. | Good team spirit, good intrapersonal and interpersonal relationships