**Miteshkumar Patel**

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# Personal Profile

Dynamic professional with a Bachelor's degree in Chemistry and an MBA in Marketing, combining analytical expertise with strategic insight. Currently a Team Member at Royal Mail, where I have successfully implemented data-driven strategies to enhance operational efficiency. My strong foundation in software development is bolstered by personal projects and contributions to opensource initiatives. I am seeking a software development role where I can leverage my diverse skill set to create innovative solutions and further my goal of becoming a full-stack developer. Eager to contribute a unique perspective to a collaborative team and drive impactful results.

# Key Skills

***Technical Skills***

* **Proficient in SAP and DMUs software:** Experienced in using these tools for data management, tracking, and reporting.
* **Programming Languages:** Knowledgeable in Python, JavaScript, HTML, and CSS, with handson experience from personal projects and training.
* **Data Analysis and Reporting:** Skilled in compiling and analysing data to generate detailed reports and insights. ***Soft Skills***
* **Problem-Solving:** Demonstrated ability to identify and resolve issues efficiently, ensuring smooth operations.
* **Communication and Teamwork:** Strong interpersonal skills, effective in collaborating with team members and communicating complex information clearly.
* **Time Management:** Efficient in managing multiple tasks and meeting deadlines, with a keen attention to detail.

# Training and Education

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| --- | --- |
| **Aug.2024-Sep.2024** | **Just IT Training Ltd, London**  **Digital Skills Bootcamp: Software Development**  A twelve-week intensive bootcamp covering the fundamentals of Software Development.   * Development of HTML * Introduction to HTML/JavaScript/CSS * Developed a web-based product * Database design * Built a product using Python |
| **Dec-2000-2001** | **V M Patel Institute of Management, Gujarat, India.** |
| **Masters:** | Master of Business Administration (Marketing B+) |
| **March 1994-1995** | **Govt. Science College. Gandhinagar, Gujarat, India.** |
| **Bachelor:**  **Employment History** | **Bachelor of Science (Chemistry B+)** |

**Oct 2020- till date Team member Royal Mail, Team Valley, Newcastle upon Tyne**

* Utilized manual tracking methods to ensure accurate and timely collections.
* Implemented solutions to streamline workflows and reduce operational bottlenecks.
* Worked closely with team members and other departments to ensure smooth operations.
* Facilitated team meetings to discuss progress, challenges, and solutions.

# April 2011 – Sep 2020 Self -Employee Blueline Taxis, Newcastle upon Tyne

* Demonstrated strong problem-solving skills by navigating complex routes and adapting to unexpected situations, showcasing flexibility and quick thinking.
* Provided excellent customer service and maintained high satisfaction levels through effective communication and a friendly demeanour, enhancing interpersonal skills.
* Efficiently managed schedules and planned routes to ensure timely pickups and drop-offs, demonstrating strong organizational skills and attention to detail.

# April 2009 – Feb 2011 Administrative Assistant Siemens Power Generations (from Adecco), Newcastle

* Allocated batch order numbers and generated production process reports using SAP, ensuring accurate tracking and data management.
* Efficiently recorded production data and identified unusual situations affecting productivity, accuracy, and efficiency, informing team leaders for timely resolution.
* Produced detailed booklets for manufacturing batches and developed reference quotes for new raw materials, showcasing strong documentation and reporting skills.

# Feb 2006-Feb 2009 Administrative Assistant Rural Payments Agency, Newcastle upon Tyne

* Utilized DMUs software and System Traque to accurately log and timestamp all incoming documents and letters, ensuring precise data management and tracking.
* Compiled and checked DMUs statistics, generating detailed reports for managers and the management team, demonstrating strong analytical and reporting capabilities.
* Resolved queries from customers and team members using a database management system and worked on the Single Payment Scheme and other farmer-based schemes, showcasing problem-solving skills and customer service expertise.

# Feb 2001-June 2005 Pharma Production/Marketing India

* Utilized specialized software for managing production schedules, inventory, and quality control, demonstrating your ability to work with complex systems and data management tools.
* Analysed production data to identify inefficiencies and implemented process improvements, showcasing your strong analytical skills and ability to solve complex problems.
* Coordinated marketing campaigns and product launches, ensuring timely delivery and compliance with regulatory standards, highlighting your project management skills and attention to detail.
* Worked closely with cross-functional teams, including R&D, sales, and regulatory affairs, to ensure successful product development and marketing strategies, demonstrating your ability to collaborate effectively and communicate complex information clearly.

# Interests, Hobbies and Achievements

**Hobbies:**

Cricket, Watching Movies, Cooking Food, Staying fit and Healthy.

**Additional Info:**

Certifications and Training:

• Completed a Digital Skills Bootcamp in Software Development at Just IT Training Ltd, covering HTML, JavaScript, CSS, and Python.

# References available upon request