**Miteshkumar Patel**

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# Personal Profile

I recently completed a 12-week Software Boot Camp with Just IT, where I delved into SDLC and various software methodologies. The tech stack I worked with included HTML, Python, JavaScript, and CSS, along with other technologies like MYSQL. Additionally, I am furthering my development skills through an online Full Stack Developer course. In my free time, I engage in extra projects to sharpen my software development abilities.

In my work experience, I have demonstrated strong problem-solving, customer service, and organizational skills through roles such as a self-employed driver at Blueline Taxis and an administrative assistant at Siemens Power Generations and the Rural Payments Agency. I efficiently managed schedules, provided excellent customer service, and used specialized software for data management and reporting.

I am passionate about starting my career in software development and am seeking a junior role where I can apply my knowledge and gain further experience. My goal is to contribute to innovative projects, collaborate with talented teams, and continue developing my skills in a dynamic and supportive environment.

***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 hands on 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

|  |  |
| --- | --- |
| **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.  **Python**: Developed proficiency in Python, focusing on writing clean and efficient code.  **HTML, CSS, and JavaScript**: Mastered the fundamentals of web development, creating dynamic and responsive web pages.  **System Development Lifecycle and Methodologies**: Gained a deep understanding of the SDLC phases and various software development methodologies.  **Developing Web-Based Projects**: Learned the principles and best practices for developing web-based projects from scratch.  **Use of CSS in Web Products**: Applied CSS techniques to enhance the visual appeal and usability of web-based products.  **Linking Software to Databases**: Understood the importance of linking software to databases for efficient data management.  **Functional & Non-Functional Requirements**: Differentiated between functional and non-functional requirements, focusing on database normalization and key features of relational databases.  **Database Creation Requirements**: Acquired knowledge on the requirements for creating and managing databases effectively. |
| **Dec-2000-2001** | **V M Patel Institute of Management, Gujarat, India.** |
| **Masters:** | Master of Business Administration (Marketing B+)  Acquired advanced knowledge in marketing principles, strategies, and practices.  Studied consumer behaviour, market research, brand management, and digital marketing.  Developed skills in strategic planning, project management, and leadership.  Applied marketing theories to real-world business scenarios through case studies and projects. |
| **March 1994-1995** | **Govt. Science College. Gandhinagar, Gujarat, India.** |
| **Bachelor:**  **Employment History** | **Bachelor of Science (Chemistry B+)**  Studied core subjects including organic, inorganic, and physical chemistry.  Gained hands-on experience with laboratory techniques and chemical analysis.  Developed strong analytical and problem-solving skills through practical experiments and research projects.  Applied knowledge of chemical principles to real-world problems and industrial processes. |

**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