

Studying B.E Mechanical Engineering (Last year).To work in an environment which encourages me to succeed and grow professionally where I can utilize skills and knowledge appropriately. Dedicated to producing the best work, following safety measures, and meeting and exceeding project /Customer requirements and standards.

Experience Summary

- Working in Courier Service Company as a manager from 2019 to still date.

Work summary

❖ MAA INTERNATIONAL COURIER VADODARA

- Bill making.
- Quantity of Items.
- Communication with Customers.
- Inventory handling.
- Dealing with supplier for (Boxes,& Stationary Items)

Educational Qualification & certificates

2019 Diploma (Mechanical Engineering) from RMS Polytechnic (Gujarat Technological University) with 6.61 CGPA.

Studying B.E Mechanical Engineering (Last year) from NTC (Gujarat Technological University)

Technical Expertise

Technical Knowledge	Inventory Control, Preparing Bill, Training new Helper , Safety & fire knowledge
Computer Knowledge	AutoCAD, Microsoft office, billing.

Courses & Training:

1. Basic of AutoCAD
2. Computer basics
3. QC training.
4. Fire & Safety Training

Personal Skills

- Good Communication, Creative, Confident, Trustworthy.
- Excellent Interpersonal Relationship.
- Ability to accept challenges in work.
- Leadership qualities.
- Team building.
- Decision making.
- Teamwork's skills.
- Multitasking.
- Fire & safety.

Personal Details:

Date of Birth: 02th March 1999.

Permanent Address: C-2 parvati dham society manjalpur Vadodara, 390011

Linguistic Abilities: English, Gujarati and Hindi.

DECLARATION:

I, hereby declare that the information furnished above is true to the best of my knowledge.

Current Place: Vadodara

Yours Faithfully

[Manav Patel]

