

SHREYASH PATEL

+44 7901957385 · Shreyashp903@gmail.com

STRENGTHS AND EXPERTISE

Creativity
Food preparing
Kitchen Handling

Figma
Video editing
Computer Maintenance

Adobe Photoshop
Communication
Operations Management

EDUCATION

Vidyamangal School Navi Pardi Surat
12th (Plus two) (2016 - 2017)

Veer Narmad South Gujarat University
Bachelor of Computer Application (2017 - 2020)

Middlesex University
Msc Computer Science (2024 - Currently enrolled)

PROFESSIONAL EXPERIENCE

HYDAX Hydraulics Pvt. Ltd.
Graphic Designer

December 2022 - 2023

With excellent attention to detail and a keen eye for aesthetics, I consistently produce high-quality designs that engage audiences and drive results.

Roshni Fast-food and Shake
Waiter

Sep 2022 - Nov 2022

A waiter's responsibilities include greeting and seating guests, taking orders, serving food and beverages, providing excellent customer service, handling payments, collaborating with kitchen staff, clearing and resetting tables, assisting with other tasks, and following health and safety protocols.

Vaidik PC World.
Admin Assistant

April 2021 - Aug 2022

I provide essential support to ensure the smooth operation of administrative functions within an organization. I am skilled in managing office tasks, maintaining records, and coordinating schedules. I am proficient in using office software and technology to create documents, spreadsheets, and presentations.

LANGUAGES

English :

- **Speaking** - Fluent
- **Reading** - Fluent
- **Writing** - Intermediate

Hindi :

- **Speaking** - Fluent
- **Reading** - Fluent
- **Writing** - Intermediate