**GOPAL PATEL**

# CURRICULUM VITAE

**H. No 1396 New Colony Garhi Harsaru Near Om Shanti Centre**

**Gurgaon Haryana Pin..- 122001**

**Mob. No. 7840828483 ,9718202227**

**E Mail** **gauravsing789@gmail.com**

**CAREER OBJECTIVE: -**

**To work in a Professional and term working environment with an attitude towards knowing and learning new thing flexibility and compatibility and believe in long relationship.**

## EDUCATIONAL QUALIFICATIONS: -

* **10th Passed from Haryana Board.**
* **12th Passed from Haryana Board.**
* **B.A from MDU Rohtak**
* **Computer from Tech Mahindra Institute Gurgaon**

## WORKING EXPERIENCE: -

* **1 year worked With Tulip Infra Pvt. Ltd sec 18 As an Admin coordinator**
* **1 year and 3 months worked with Godrej Properties Ltd. Sec 44 As an Office coordinator & Admin coordinator!**
* **2 years working with spicenpulses.com A Unit of Nubiz solutions Pvt Ltd As an Office coordinator & admin Executive**
* **3.4 years working with Atcost Technology and service Pvt Ltd as an Admin facility manger**

## STRENGTHS: -

* + **Ability to Work Hard**
	+ **Friendly in Nature**
	+ **Punctual**

## HOBIES: -

* **Playing Games**
* **Reading Newspaper**
* **Searing how to grow the business**

## Working skills: -

Vendor Management - sourcing of vendors, procuring of quality service/products, timely vendor bills payment, Timely Renewal of AMC/ ASC.

Purchase Bill Entry - Accurate entry of bills in ERP and handover to finance within 1 week from date of receipt. Speedy Resolution Of Pending issues with relevant departments.

Travel Management - Booking of tickets (Domestic + International) at lowest available fares, Visa processing, Procure Forex.

Lease rentals - Monthly rent statements processed, and payments made within 7th; monitor & ensure Agreement renewals within notice period.

Insurance (Asset + Transit) - Facilitate timely renewals of Asset and Vehicle insurance; procure transit insurance as and when required. Monitor CD balance monthly basis.

Statutory - Monitor Shop Act Licenses of offices, renewal dates and apply for renewals well within due date; monthly vendor ESI statements and bi-yearly returns + collate accurate data for yearly returns.

Housekeeping - Ensure Admin building is maintained neatly at all times (office area, meeting rooms, washrooms), monitor contract staff activities as per schedules.

Vehicle Maintenance - Ensure Company owned vehicles are maintained as per manufacturer’s recommendation (service intervals), repairs are carried out as and when necessary, at least cost to company. Ensure vehicle insurance renewal before expiry.

Staff Transport - Draw up optimal routes with minimal inconvenience to staff; negotiate with vendor and obtain best rates in line with FIL's requirements; ensure vehicles are of acceptable standards.

Landscape maintenance - Ensure company lawns and greenery is maintained as per prescribed standards, source quality eco-friendly materials, monitor gardeners’ activities as per schedules.

**Handle Petty Cash book - Handle daily cash Requirement And make record of Expanse**

**Banking Operations - Cash Withdraw, Found Transfer, NEFT, RTGS, IMPS, Cheque Deposit Open New Current Account, And Employee’s Salary Accounts**

**Establish relationship - Every essential man because of whom we can gang up our business. If we must build a relationship with him, then he makes a relationship with our business**

 **Liaising work - Building a relationship with Government officials and officer related to our**

 **Business.**

**Contin...**

**Advertising Marketing - Get the permission from the Related office and location owner for the expansion and premotions of our business.**

**Data preparation – prepare a data of all those who may take or render service from us in our business**

**Business Development- Bringing in new ideas offers to expand our business.**

* **Note- My personal objective is that if you work with any company then do it from your heart take that company to the top. If you can’t move up, then you leave the job. otherwise, the company should fire that employee**

**Thank you**

# PERSONAL DETAILS: -

**Father’s Name : Sh. Parshottam Patel**

**Date of Birth : 06/10/1993**

**Nationality : Indian**

**Gender : Male**

**Marital Status : Married Languages Known : English , Hindi**

**PLACE: …**

**DATE:.. ... (Gopal Patel)**