

PATEL EKTA S

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OBJECTIVE :-

- To pursue a career in high profile company that will provide me skills and experience where I can attain high level of performance by using my knowledge and capabilities that would also nurture my personal and professional goals and in return for continuing progress and excellence of the company that I will be working for.

WORK EXPERIENCE :-

DUST TECHNICAL SERVICES (Ajman)

AUG 2017 – DEC 2017

Duties and Responsibilities:-

Administration cum Account Assistant

- Making outbound sales calls to convince the HR or Procurement manager for grabbing project and try to overcome their requirement.
- Arranging the labour as per the project requirement.
- Preparing the costing sheet for the project.
- Daily follow up for the labour after starting work.
- Finalization of account.
- Follow up for the payment.
- Maintaining the office record.

SARIANAM SUPER SPECIALITY HOSPITAL (Vadodara, India)

December 2015 – 13th April 2017 Duties

and Responsibilities:-

Front Officer:-

- Coordinate with doctors.
- Taking appointment of patients, doing registration of OPD and IPD Patient.
- Attending emergency cases, arranging blood from blood bank.
- Arranging duty of nurse and medical officer.
- Documentation of hospital.
- Look for cleanliness of hospital.
- Taking round for solving the problem facing by admitted patient.

- Arranging camp.
- Making files for TPA (mediclaime/ insurance).

- Generating IPD bills.
- Always trying to learn new things for improving my skills more better.

DIVY REF. AIR COND. AND ENGINEERING.

(Vadodara,India)

March 2015 – November 2015

Duties and Responsibilities:-

Account Assistant

- Finalization of account
- Payroll
- Monthly salary processing.
- Day to day accounting.
- Cash and cheque dealing.
- TDS, form 16 preparation.
- Analyzing and calculating sales tin performance.
- Daily recording all the expenses, inward and outward details of site.
- Bank reconciliation.
- Putting down all the purchase and sales bills, vouchers into tally.
- Looking after purchasing and taking inquiries for required material.
- Coordinates with site in-charge or site supervisor on daily basis.
- Generating sales bills, quotations, and purchase order.

AASTHA ENTERPRISE (Vadodara,India)

APRIL 2013 – FEB 2015

Admin Department

Duties and Responsibilities:-

1. Build a strong network of client-base and scout for new client.
2. Finalization of account.
3. Payroll.
4. Monthly salary processing.
5. Cash and cheque dealing.
6. Office files records maintenance.
7. Tender documents preparing and submitting and receiving from consultant office.
8. Prepared drawing and estimated for projects.
9. Inventory control.

EDUCATIONAL QUALIFICATION :-

- Diploma in electronics and communication , 2015 with 65% first class from Gujarat Technology University.
- SSC with 51% from Gujarat Secondary and Higher Secondary Education Board.

OTHER COURSES :-

- BCA from IGNOU.

KEY SKILLS :-

This is the main summary of my skills.

- Negotiating (Intermediate)
- Accounting (Beginner)
- Fast Learner and alerts.
- Flexible and Team Player.
- Problem Solving.
- Planning and control.

TECHNICAL SKILLS:-

- Operation System: Windows XP, Windows 7, Windows 8
- Microsoft Office
- Microsoft outlook
- Familiar with social media such as Facebook, You tube, Google etc.
- Good command on Written and verbal communication.
- Trained in Embedded system.

EXTRA CURRICULAR ACTIVITIES AND ACHIVEMENTS :-

- I had volunteered several activities in my college.
- Participated in all other co –curricular activities held in school or colleges.
- I had worked as event management (Techshore) in my college.

PERSONAL INFORMATION :-

Name :- Ekta .S. Patel.
Gender :- Female.
Nationality :- Indian.
Date of Birth :- 13th Oct 1992.
Marital Status :- Unmarried.
Languages Known :- English, Gujarati , Hindi.
Permanent Address :- 302 shivani apt, behind bank of india,
Ellora park, Vadodara ,Gujarat, India

DECLARATION :-

I here by declare that the information given above is true to the best of my knowledge and belief.

Ekta .S. Patel



