

RAVINDAR .S. PATEL
303, KRISHNA COMPLEX, LAXMINAGAR
SOC. KATARGAM, SURAT, INDIA.

EMAIL: patelravi52@yahoo.com

AGE: 39

BIRTH: 13th October 1985

GENDER: Male

MARTIAL STATUS: Married

NATIONALITY: Indian

MOBILE NO: +91 9879523659

OBJECTIVE: I am an energetic and enthusiastic person who enjoys a challenge and achieving personal goals and I am able to work well both on my own initiative and as part of a team.

EDUCATIONAL BACKGROUND

2009 Gujrat English Language Test.

SCOPE

UNIVERSITY of CAMBRIDGE ESOL EXAMINATIONS

1999-2001 O Levels

Gurukul Vidhyapith Kumar Vidhyalaya (Surat)

1992-1998 Primary Education

I C Gandhi School (Surat).

QUALIFICATION SUMMARY

- Ability to work in diverse and to communicate well with others.
- Proficient in Microsoft Word, Excel, Internet uses.

WORK EXPERIENCE

2016 – To Date MANISH TRENCHLESS ENGINEERS

Working as Supervisor and Petty Cash handling of Horizontal Directional Drilling Machine.

- Supervising workers on working correctly.
- Handling Cash for daily cash control and purchasing.

2014 – 2016 NINE HILLS (TANZANIA) LIMITED

Worked as Commercial Manager.

- Sales and Marketing
- Purchase Manager
(Buying materials for Poultry Farm)
- Banking – Deposit of Cash and Withdrawing Cash from Bank.

2012 – 2014 NAFUU DISTRIBUTORS LTD

(SUPER DEALER OF TIGO COMPANY - MWANZA)

Worked as Branch Manager.

- Doing Secretarial Work
- Handling Petty Cash and maintaining Cash Book on Daily basis and hand over to Accounts.
- Checking on with Sales team.
- Stock Keeping of Vouchers.
- Assisting in Accounts if help needed.

2011 – 2012 NYANZA ROAD WORKS LTD (DODOMA)

Worked as Store Keeper

- Receiving Goods from Suppliers according to Invoice.
- Issuing goods from Store as requested in Requisition.
- Entering all Entries in system accordingly.
- Maintaining Stock Inventories.

2010 – 2011 SHINYANGA EMPORIUM (1978) LTD

Worked as Supervisor and Stoke keeping of motorbikes & spares.

- Supervising junior staff on working correctly.
- Watching after Stock and maintaining stock of Motorbike and Spares.

2007 – 2009 SUASHISH DIAMONDS BOTSWANA (PTY) LTD

Worked as Auto Polishing Instructor.

2002 – 2007 SHREE RAMKRISHNA EXPORTS PVT. LTD.

Worked as Polishing Diamond.

Language: English, Swahili, Gujrati & Hindi.

Hobbies: Playing Cricket, Listening Music, Traveling and Interacting with people.