

RESUME

Name: Akshay kumar Ishvarbhai Patel

Contact Details:

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Academic Details:

Degree	Board/University	Year of Pursuing	Percentage
MSW	HNGU	67.5%	2018
BRS	VNSGU	71.40%	2016
HSC	GHSEB	53.71%	2013
CCC	Govt Based Computer training	---	2018
SSC	GSEB		2010

Experience:

(From 2019 to Till now) Panchayat Office Coordinator

Roles and Responsibilities:

- prepare the monthly, quarterly, half-yearly and annual statements of the accounts and place the same before the Panchayat Secretary
- They maintain fixed assets and stock registers in the prescribed format.
- Involved in the establishment of the Panchayat Industries.
- Responsible for the safe custody of the all records of the Gram Panchayat.
- Collect the money levied by the Gram Panchayat in the form of taxes/fees and deposits.
- Encourage adult education.

Other Experience (Field Work):

Office Assistant (Druva Baif at NAVSARI)

Field Officer at Aatma Charitable Trust (NGO) Patan.

Field Work & Office Word at Lokmangal Charitable Trust Khoba, Dharampur

Skills:

IT basic Microsoft Office tools

Data Analysis & Surveys

Communication

Flexible in Nature

Personal Details:

Date of Birth: 21/07/1995

Language known: Can Speak, Read and Write – Gujarati, Hindi, and English

Marital Status: Single

Cast: ST

Hobbies: Sports, Photography, Travel, Networking

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