

GAUTAM PATEL

E-Mail: gautampatel.p87@gmail.com Mobile 7486851248

CAREER AT GLANCE

Nearly 10 years of experience in IT & Construction Industries work in ERP/TSP Module implementation, Planning, Payroll, monitoring, Store, billing Works. Trouble shooting & Hardware & Networking.

CORE COMPETENCIES

Adaptability - Adapts to changes in technology and work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Willing to be flexible as far as work responsibilities and environment; Is seen as balanced despite the conflicting demands of the situation.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Takes responsibility for work done; Will stand up and be counted; doesn't shirk from responsibility; Can be counted on when times are tough; Willing to be the only champion for an idea or position; Is comfortable working alone on a tough assignment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values; Is widely trusted; Is seen as a direct, truthful individual; Can present the unvarnished truth in an appropriate and helpful manner; Keeps confidences; Admits mistakes; Doesn't misrepresent him/herself for personal gain; Has integrity.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Is cool under pressure; Does not become defensive or irritated when times are tough; Is considered mature; Can be counted on to hold things together during tough times; Can handle stress; Is not knocked off balance by the unexpected; Doesn't show frustration when resisted or blocked; Is a settling influence in a crisis; Uses diplomacy and tact; Practices attentive and active listening; Has the patience to hear people out; Can accurately restate the opinions of others even when he/she disagrees.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed. Is seen as a team player and is cooperative; Can be candid with peers; Can find common ground and represent his/her own interests and yet be fair to other groups.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Creative Problem Solving – Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Able to see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn't stop at the first answers. Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming settings. Is open minded; Can marshal resources (people, funding, material, support) to get things done; Uses resources effectively and efficiently.

Time management – Time effectively and efficiently; Values time; Concentrates efforts on the more important priorities; Gets more done in less time than others; Can attend to a broader range of activities; Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; Able to make a quick decision; Can orchestrate multiple activities at once to accomplish a goal.

CAREER RECITAL

**NCC Ltd.,
Mar'19 to till date**

Period : From Mar-2019 to continue
Company : NCC Ltd.
Position : Asst. Manager (EDP)
Location : Ahmedabad, Gujarat.

- ERP Module worked as a Billing in client and contractor, Payroll, Store, FA.
- Monthly MIS report & Daily DPR report.
- Trouble shooting, ERP queries solution.
- Word, Excel, MS Power point, ERP, TSP, Microsoft Access, Internet , hardware and Networking between computer concept etc.

**NCC Ltd.,
Mar'13 to March'19**

PROJECT OVERVIEW

Period : From Mar-2013 to March 19
Company : NCC Ltd.
Position : Officer (EDP)
Location : Sanchore, Dist – Jalore (RJ)

Previous Project: Sanchore Drinking Water supply Project - Rajasthan
Total Project Value 135.84 Crore

- ERP Module worked as a Billing in client and contractor , Payroll, Store, and FA.
- Monthly MIS report & Daily DPR report.
- Trouble shooting , ERP queries solution.
- Word, Excel, MS Power point, ERP, TSP, Microsoft Access, Internet concept etc.

**Dev Inforamion Technology Pvt Ltd.,
Oct'11 to Mar'13**

PROJECT OVERVIEW

Period : From Oct-2011 to Mar-2013
Company : Dev Inforamion Technology Pvt Ltd
Position : Sr.EDP (Module, Planning)
Location : GIDC, Mehsana.

Project: TSP module implementation work as a Govt Work entry in TSP Module as a Registry, Payroll, Inventory, FA etc. And troubleshooting with HO. Monthly conference meeting to HO, and daily Progress report, and monthly progress report and other Hardware and networking

**Sunrise Computer & Management Consultancy Pvt Ltd.,
Jan'09 to Sep'11**

Period : From June-2009 to Sep-2011
Company : **Sunrise Computer & Management Consultancy Pvt Ltd**
Position : Jr.EDP (Module, Planning , payroll, allotment , land aquisition)
Location : GIDC, Mehsana.

PROJECT OVERVIEW

January 2009 to Sep 2011

- TSP Module implementation and training at GIDC Gandhinagar Corporate office.Gujarat.
- TSP ALL Module work as a Inventory, Payroll, Store, FA,
- Troubleshooting & work in excel & word MIS report & Daily Progree report Prepare
- Hardware & Networking work

ACADEMIA & CREDENTIALS

2003	S.S.C	From GSEB University, HSP Ambika Vidhyalay , karshanpura, GJ
2005	H.S.C	From GSHEB University, Navin Sarva Vidhyalay, Vadnagar, GJ
2008	B.C.A (Computer Engineering)	from HNGU University, CJP College of Engineering, Visnagar, GJ

PERSONAL DOSSIER

Date of Birth	:	23 Sep 1987
Present Address	:	E- 201, Royal Rejoice, B/H Laxmi sky city, Near Dastan circle, Ahmedabad - 382330
Permanent Address	:	Patel Gautam kumar Mahnedrabhai, Karshanpura, Post: Sipor, Ta: Vadnagar, Di:- Mehsana, Pin:- 384355 (GJ)
Languages Known	:	English, Hindi and Gujarati.
Preferred Location	:	Ahmedabad
Hobby	:	Reading, Playing, Singing and Travelling
Current CTC Per Annum	:	566124 Excluding (Rent 7000 + allowance 1000 = 8000 P.M)
Expected CTC	:	As per Experience