MIHIR P. PATEL

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SUMMARY

Strong Administration skills, Retail, Accounting, Finance, Computer Networking, Computer Troubleshooting, and Web Development with a Bachelor's Degree focused in Business Administration and Management with Advanced Financial Management and continuing education in Coding Bootcamp.

EDUCATION

Rutgers University   Somerset, New Jersey
Graduated Aug 2019   February 2019 – August 2019
Full Stack Web Development

Sardar Patel University   Vallabh Vidhyanagar, India
Graduated May 2012   March 2009 - March 2012
Bachelors, Business Administration, Accounting
Cumulative GPA: 3.4

EXPERIENCE

Ocean Breeze Pharmacy   Staten Island, NY
Director of Operations   Jan 2016 - Present

- Ocean Breeze Pharmacy is retail and mail order specialty pharmacy located on Staten Island, New York.
- The company does business in over 40 States, and I'm in charge of Licensing, Regulatory and Compliance for all State Licenses with State Board of Pharmacies as well as Secretary of State offices.
- In charge of Information technology and first responder for any level of IT related issues. Some of the tasks are as follows but are not limited to Hardware & Software Installation & Troubleshooting, Management of entire network, Documentation, End User Training and more.
- In charge of Hiring and Mentoring Ocean Breeze Staff (Managing 60 employees).
- In charge of Cold Chain policies & procedures for Ocean Breeze's Specialty Mail Order Department.

H&M International Transportation, Inc.   Iselin, NJ
Billing Clerk   June 2015 – Jan 2016

- Preparing and issuing billing invoices and claims for clients using AS400
- Updating customer files with current bills, invoices, and contact information
- Receiving and verifying carrier invoices
- Correcting errors or questionable invoices for adjustment

SKILLS

Microsoft Office (Outlook,Word, Excel, PowerPoint, Publisher, Team, Staffhub, O365 Adming, Sway)

Web Development: HTML, CSS, JavaScript, jQuery, MySQL, Sequelize, MongoDB, Mongoose, Firebase, Node, Express, React, bcrypt, Passport.js, CSS Animation, Adobe Photoshop

Proficient in English Gujarati and Hindi Language