

Rikeshkumar Patel

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Professional Summary

A dedicated professional with over 14 years of experience at the Institute of Language Studies and Applied Social Sciences (ILSASS), CVM University, Rikeshkumar Patel excels in administrative operations, including fee collection, exam coordination, student services, and technical support. Known for his strong problem-solving skills, attention to detail, and ability to manage multiple responsibilities, he consistently ensures smooth office functioning. Currently pursuing a Ph.D. in Philosophy, Rikesh combines his practical expertise with continuous learning, maintaining a track record of excellence and contributing to the success of the institution.

Career Objective:

To pursue a challenging career with integrity, loyalty, and high performance, leveraging my experience, knowledge, skills, and abilities to add value to an organization.

Academic Qualification

SSC	GSEB	1998	46.71%
HSC	GHSEB	2001	47.33%
B.A	Sardar Patel University	2004	73.23%
M.A	Sardar Patel University	2006	69.71%
Ph.D	CVM University	2021	Pursuing

Professional Experience

Junior Clerk

Institute of Language Studies and Applied Social Sciences (ILSASS), CVM University

Duration: 01/10/2010 to 11/04/2025

Responsibilities:

- Students Fees Collection
- Students Exam Fees Collection
- Online Admission Work
- Online CVM University Exam Work
- Issued Students Bonafide, Transfer & Transcript Certificate
- SC/ST/OBC Students State & Central Gov. Scholarship Work
- College Employee Leave Work
- College Service Book Maintenance
- College Deadstock Maintenance
- College Technical Support (Computer, Laptop, Printer & Projector)
- Employee Biometric Machine Attendance Work

- Online Students Concession Bus Pass Work
- Students Concession Railway Pass Work
- Maintenance of College Estate
- General Administrative Work

Computer Skills

- MS Word, Excel, PowerPoint, MS Access
- Internet & Online Tools

Strengths

- Excellent team player with a strong ability to work creatively and with determination.
- Proven problem-solving skills and effective multitasking ability.

Personal Profile

- **Father's Name:** Maheshbhai Patel
- **Date of Birth:** 24/02/1981
- **Marital Status:** Married
- **Gender:** Male
- **Religion:** Hindu
- **Nationality:** Indian

DECLARATION

I do hereby declare that the statements made in this document are true to the best of my knowledge and belief.

Date:

Place: Vallabh Vidyanagar

(Rikeshkumar Maheshbhai Patel)