**RESUME**

**RIYA DHANKANI**

Add. 40,Jay Jagat Annapurna Road Indore.

Cell No. 98938-64212

Email :[Chandnililani123@gmail.Com](mailto:chandnililani@yahoo.com)

**Career Objective :**

To Continue To Grow In Leadership And Knowledge, Excel In Innovative Technology Application, Interact And Share With Team Members And Colleagues, And Develop World Class Solutions To Real World Challenges.

**Academic Qualification**

* Graduation : B.Com. From DAVV Indore.
* Higher Secondary : 12th from M.P. Board Bhopal.
* High School : 10th from M.P. Board Bhopal.

**Computer Skills**

* Basic of Computer ( Ms office , Ms Excel , Internet )
* Tally 9.2.

**Experience :**

* Two Year’s Experience In Autotech Indore As a Administration.
* 6 Month Experience of Design Information System.
* Three Year’s Experience of Global Enterprises As a Administration .
* Two Year’s Experience of Dr. Bansal Clinic As a Receptationist.

**Work Summary:**

1. Accounting Work.
2. Administration .
3. Data Entry Work.
4. E Marketing, Data Records In Excel Sheet .
5. Reception Work.

**Personal Data**

Husband’s Name : Mr. Kamlesh Dhankani

Date Of Birth : 17.Nov.1992

Nationality: Indian

Marital Status: Married

Languages: Hindi ,Sindhi, English

**Declaration :**

I hereby declare that all the information given above is true to my knowledge and I hold the responsibility of its authenticity.

Date:- Sign Riya Dhankani