

# PREETHI MUDALIYAR

**Mob. No. :** +91-7990458631

**Marital Status:** Married

**E-mail ID :** pritimudaliyar@gmail.com

**Language Known :** Hindi, English, Gujarati & Tamil

**Permanent Address:** E-201, Sharnam Elegance, Opp. AMC Water Tank, Doon School Road, New Maninagar, Ahmedabad – 382449.

## SUMMARY

To secure a challenging position in a reputable organization to expand my learning's knowledge and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company and also explore more career opportunities in banking, insurance and finance sector

## EDUCATION

M.COM	2020
B.COM	2018

## PROFESSIONAL SKILLS

- MS-Office
- Tally ERP9

## CERTIFICATION

- Diploma in Office Assistant Course Certificate from “SIZ Group”
- BFSI Course from Bharat Cares

## WORK EXPERIENCE

- Worked as Office Assistant from Jul 2022 to Mar 2023 at Manthan Enterprises Ashram Road.
- Worked as Business Development Officer from Nov 2021 to Jun 2022 at Knowledge HUB Global in CTM.
- Worked as Marketing co-ordinator from Dec 2020 to June 2021 at Helios Concrew Pvt Ltd in Vatva.
- Worked as Data Entry Operator from June 2018 to May 2019 at Bapunagar.

## DECLARATION

The above said information is factually true to the best of my knowledge & belief. I assure sir that I will fulfill your requirement at any time. Please consider my resume and provide me an opportunity to work with your firm.

Thanking you,

PREETHI MUDALIYAR  
Place: Ahmedabad