

Resume



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Address

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Ranika, Bhavnagar- 364001

Gujarat, India.

Objective

- I aspire to excel in my profession and contribute towards the growth of a multifunctional organization resulting increase in profits of the stakeholders both as an organization and an individual.

Education

Degree	Institute	Board / University	Year	% marks / CGPA
Master of Business Administration (Marketing & Finance)	Shree Sahajanand Institute of Management, Bhavnagar.	Gujarat Technological University(GTU)	2010-2012	1 st Sem 6.71
				2 nd Sem 7.14
				3 rd Sem 7.56
				4 th Sem 7.86
Bachelor of Business Administration (Marketing & Finance Management)	The K.P.E.S. college. Bhavnagar.	Bhavnagar university	2009-2010	72.86%
HSC (12th Standard) (Commerce stream)	Pranav Baxi Vinay Mandir, Bhavnagar.	G.S.H.E.B	2006-2007	72.71%
SSC (10 th Standard)	Pranav Baxi Vinay Mandir, Bhavnagar.	G.S.E.B	2004-2005	66.29%

Internship / Project

Organization : Prince care pharmaceutical pvt ltd Bhavnagar. (S.Y.B.B.A)

Duration (in weeks) : 3

Title : General Project Report

Organization : Prominent holiday's pvt ltd, Ahmadabad.(T.Y.B.B.A)

Duration (in weeks) : 4

Title : Study of ratio analysis

Organization : Jaiprakash associates limited. Ahmadabad (MBA SEM-2)

Duration (in weeks) : 4

Title : Study of ratio analysis

Organization : Banking Industry(MBA SEM-3&4)

Duration (in weeks) : 6

Title : Entrepreneurship In Rural Banking

Software/Computer Proficiency

- **Operating System:** Windows 98/2000/XP/NT/vista
- **Application Software:** MS Office, Photo shops Editor, Tally ERP-9, Corel Draw, and Internet Skill.

Work experience

- **05/06/2010 to 20/08/2012** work experience at Shivam aqua as a Marketing cum Account executive.
- **27/08/2012 to 30/04/2013** as an Accountant cum General Manager at Sarvag shipping services pvt ltd.
- **05/01/2013 to 25/02/2014** as an Accountant cum Marketing Executive at Gitanjali jewel Bhavnagar.
- **01/03/2014 to 29/02/2016** As Chief Accountant and Marketing In charge at Vadilal B Mehta & Co. Bhavnagar.
- **08/03/2016 to Present** As Assistant manager at HDFC Bank Ltd. Bhavnagar.

Area of interest

- Banking, Securities, Telecommunication, Portfolio Management, Equity, Marketing, healthcare sector, pharmaceutical company.

Behavior characteristics

- Quality and result oriented, Responsible for working duties
- Sincere attitude

Key skills

Accounting skills:-

- Very good understanding of all the accounting work.
- Knowledge of Tds,Tcs,Vat,Exsice, and income tax.

Financial Skills

- Very good understanding of Stock markets.
- Understanding of Fixed income securities like bonds and debentures.
- Basic understanding of structured products like derivatives (swaps, futures, options etc.)

Computer Skills

- Computer Basics
- Microsoft Office (Word, Excel, Outlook)
- Well versed with internet

Other skills

- Better problem solving and communication skills.
- Presentation and Leadership skills
- Ability to handle multitasks & manages them.

Interests / Hobbies

- Reading, Playing cricket and volleyball, Event Management and thing or events which give me enjoyment.

Personal Details

Full name : Murtuza Jabirbhai Tinwala
Fathers Name : Jabirbhai Fidahussenbhai tinwala
Gender : Male
Languages Known : English, Hindi, Gujarati
Nationality : Indian
Personality : Dynamic
Marital status : Married
Religion : Muslim
Caste : Vohara/Bohra

References

- **(1)DR.J P Majmudar**, Mobile no: - +919825019223
Dean & Head BHAVNAGAR UNIVERSITY Near Tilaknagar, BHAVNAGAR-364001
- **(2)DR.A G Gabharani**, Mobile No:- +919426589030
BHMS & GENERAL Practitioner, BHAVNAGAR-364001

I here by declare that above mention information are true to best of my knowledge and belief.

Date:

Place: Bhavnagar

(Murtuza J Tinwala)