

Curriculum Vitae

KRUPA VEJANI
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Personal Details

DOB : 22nd Nov, 1994
Languages Known : Hindi, English, Gujarati
Nationality : Indian
Address : E-5 Sujata Flats,
Rajasthan Hospital Road,
Shahibaug,
Ahmedabad – 380004.

Academics

Examination Passed	University / Board	Year of Passing	Marks Obtained (%)
TY B.com	Gujarat University	2015	79.05%
12 th Standard	Gujarat Board	2012	90.00%
10 th Standard	Gujarat Board	2010	88.31%

Certificate Programme on **Exports and Imports** from Ahmedabad Management Association.

Work Experience

Working as an Account and Export Assistant at Srushti Exports (India) Pvt. Ltd. since April 2016.

- Work Profile:
Managing all Export related documentations and proceedings with CHA
BRC regulations with AD Banks
Duty Credit Scripts with DGFT
Analyzing accounts of the company
Day to day recording of accounting entries
Managing banking transactions and funds

Other Details

Skills:

- > Accountancy
- > Statistics
- > Proficient with Microsoft Word, Excel, and Powerpoint
- > Basic knowledge about CorelDraw & Adobe Photoshop

Career Objective:

To make optimum utilization of my skills and work enthusiastically in team to achieve the goal of the organization with devotion and hard work.

Curricular Activities:

Fashion Designing