

Parveen Mansuri

Mobile No: + 91 – 9925760395

E-mail: **parowl33@gmail.com**

3017, Mirdhawad, Panchkuva, Kalupur, Ahmedabad-380001

Objective

- To choose the work I am interested in which I can perform at my level best.
- To deliver my duties very sincerely and regularly in the interest of organization
- To grow in all means with time on my efforts.

Professional Educational Qualification

Sr. No.	Board/ University	Year of passing	Exam	Stream	Percentage Obtained
1	SSC	2011	GSEB	General	65.38%
2	HSC	2013	GHSEB	Commerce	62.00%
3	B.Com	2016	Gujarat University	Commerce	51.00%
4	Diploma in Taxation Laws & Practice	2019	Gujarat University	Commerce	62.00%
5	M.com	2021	Gujarat University	Commerce	50.00%

Technical Skills

Office Automation : MS OFFICE 2007,10, OPEN OFFICE, Tally

Databases : **Ms-Access, MIS**

Networking : Work With Network Sharing Database

Professional Experience

Company Name: Academy for Computer Training (Guj.)Pvt. Ltd.	
Designation	Accounts And Administrator
Role	<ul style="list-style-type: none">• Handling Skill development projects Accounts and billing• Govt. of India Provide grant in Skill Development projects to maintain accounts and expenses• Dealing with the Government Officials.• Ensure timely training, adequate hostel facilities and daily operations are managed.
Area	Gujarat
Duration	November,2017 to July, 2020

Company Name: Archy Agency	
Designation	Admin Staff
Role	<ul style="list-style-type: none">• Handling Accounts and billing• Dealing with the Clients.• Handling purchase department of company
Area	Gujarat
Duration	October,2020 to March, 2021

Personal Details

Date Of Birth : 29th March , 1995

Gender : Female

Marital Status : Unmarried

Yours faithfully,
(Parveen Mansuri)