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## **VINNY PAREKH**

C /21, Simandhar Plaza  
Nr. Jantanagar Railway  
Crossing Ghatlodia,  
Ahmedabad-380061.

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### **Personal particulars**

**Date of Birth** : - 23<sup>rd</sup> May, 1993

**Gender** : - Female

**Nationality** : - Indian

**Languages known** : - English, Hindi, Gujarati

**Hobbies** : - Music & Traveling, Watching T.V

**References:** :- Provided on request

### **Work Profile**

- **As a associate**  
[Dec 27, 2013 to till Now]  
HCL Services Ltd (IT Company)
  - **As a customer care executive**  
[May 15, 2012 to Dec 15, 2013]  
Hi-Tech Power systems (agriculture product Manufacturing company)
  - **As a Data Entry Operater**  
[April 1, 2011 to May 15, 2012]  
Student Computer Education.Ahmedabad
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### **Education Profile**

- **Bachelor of Commerce (with Accountancy)**  
Complete My T.Y. B.COM at Gujarat University Ahmedabad, (Gujarat)
- **Higher Secondary Certificate Examination**  
March 2010 GBSE Board Ahmedabad, (Gujarat) with **75.00%**
- **Secondary School Certificate Examination**  
March 2008 from GBSE Board, Ahmedabad (Gujarat) with **58.00%**

## **Computer Skill**

<b>Internet</b>	Knowledge of all the area of internet like mail, surfing, Browsing, One note, out-look & all other service of internet
<b>Operating System</b>	Knowledge of MS Windows /XP/Windows 7 , Computer Fundamental MS-Office (Word, Excel, power point), Tally " 7.2" , "9.2"

## **Strength**

- ↳ Energetic, Self-starter with organizational and creative.
- ↳ Focused and Self-disciplined.
- ↳ Open minded & ready to accept changes and challenges.

## **Confidence:**

A well organized person with strong interpersonal skill, analytical approach and flexible nature. Enjoy challenging jobs, meeting deadlines and working in any environment. Believe in efforts till success.

**Yours Faithfully**

**(Vinny Parekh)**