

CURRICULUM VITAE

DARSHANA C BHUVA

PERMANENTADDRESS:

Block-D-101,
Devratna Residency,
Opp KP Residency, Nikol Gam Road
Nikol, Ahmedabad-382350
Mo.No:9067362305
EMAILID: bhuvadarshana17@gmail.com

CAREER OBJECTIVE:

To utilize my skill and abilities that offers professional growth. This will help me to achieve organization and personal objectives with the perfect blend of performance and conformation.

EDUCATIONPROFILE:

CLASS / DEGRE	BOARD / UNI.	YEAR OF PASSING	PERCENTAGE
S.S.C.	H.S.E.B.	March 2010	80.00 %
Diploma (IT) Information Technology	GTU	May 2013	CGPA 8.12

TECHNICALSKILLS:

- MS-Office (Advance Excel Pivot Table, Vlookup, Hlookup)
- Internet (Emailing , Searching)
- Also Working in Company Software & Tally Account.

WORKEXPERIENCE:

1. Shri Ram Group of Company – As a Computer Operator from Feb 2014 to Jan 2017.
2. Hindustan Coca-Cola Beverage Pvt. Ltd – As an inside Sales Tally caller & As a GCC Coordinator from Feb 2017 to Aug 2019.
3. Synersoft Technologies Pvt Ltd. - Back office / Sales Support (Tata Teleservices Pvt Ltd.).
4. Pcnnet InfoTech Pvt Ltd – Back office / Sales Support (Tata Teleservices Pvt Ltd.) & also working in tally Account Assistant from Feb 2020 to till.

PERSONALPROFILE:

Full name : Darshana C Bhuva
Date of birth : 17th Oct, 1994
Gender : Female
Marital Status : Unmarried
Nationality : Indian

LANGUAGEKNOWN:

- Gujarati, Hindi and English.

DECLARATION:

I hereby declare that above mentioned particulars are true to the best of my knowledge and belief.

PLACE: AHMEDABAD

Yours sincerely,
Darshana Bhuva