RESUME

**HETAL PRAKASHBHAI NAYEE**

**Mobile No:- 9904032783**

**Email ID:- [hetal.nayee96@gmail.com](mailto:hetal.nayee96@gmail.com)**

**CAREER OBJECTIVE**

**To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges.**

**ACADEMIC QUALIFICATION**

* **10th Passed from G.S.E.B**
* **12th Passed from G.S.E.B**
* **B.COM Passed from Gujarat University**

**PROFESSIONAL SKILL**

* **Basic Computer Knowledge.**
* **Tally Tep9, GST**

**EXPERIENCE**

* **01 year experience of admin assistant at ASHIMA OVERSEAS LLP.**

**Cash counter (clerk) running job Sheth Shri pukhraj raichand general hospital**

**STRENGTHS**

* **Hard Working**
* **Confident**
* **Honest**

**PERSONAL PROFILE**

* **Father’s Name : PRAKASHBHAI AMBALAL NAYEE**
* **Date of birth : 11 – Dec – 1996**
* **Gender : FEMALE**
* **Marital Status : Unmarried**
* **Languages Known. : Gujarati, Hindi, English**
* **Nationality : Indian**
* **Address : C-301, LANDMARK LOTUS, NEAR HIRADHAN CITY CHAR RASTA, NEW A. CHANDKHEDA AHMEDABAD-382424**

**Hetal P. Nayee**

**Place:-**

**Date:-**