**Curriculum vitae**

Krunal S. Kadia

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**Objective:**

To obtain position in a challenging and performance driven environment in this industry, will utilize my skill, experience and education to achieve highest level of competence, proficiency and operational excellence in my profession .I would like to be a part of highly motivated and growing team with a frontline organization.

Academic Qualification:

|  |  |  |  |
| --- | --- | --- | --- |
| EXAMINATION PASS | NAME OF BOARD/UNIVERSITY | YEAR | Percentage |
| B.Com (Pursuing) | Gujarat University | 2015 | - |
| C.S. (Pursuing) | I.C.S.I | 2015 | - |
| H.S.C | G.S.H.S.E.B | 2012 | 79.15% |
| S.S.C. | G.S.E.B. | 2010 | 78.45% |

**Computer Knowledge : Basic (Word, Excel, PowerPoint, Internet) & Tally ERP 9.0**

**Personal Details:**

Name : Krunal Satishkumar Kadia

Date of Birth : 2/12/1993

Nationality : Indian

Sex : Male

Marital Status : Unmarried

Language known : English, Hindi, Gujarati

**Personal Skill:**

🙫 Self confidence

🙫 Hard working, Sincere and kind of Challenges

🙫 Quick to learn and adapt any kind of Challenges

🙫 Excellent working relations with superiors as well as Challenges

🙫 Good relationship and management skill

**Working Experience:**

**Yes Bank Ltd.**

Worked in **Accounts Opening Department. (March 2015 to September 2015.)**

**Hello India Enterprise**

Working in **Accounting Department. (September 2015 to till present date.)**

**Duties & Responsibilities:**

1. CUSTOMER S DEALING, INFORMED TO ALL ABOUT ALL KIND OF PROMOTIONS AND ACCOUNT DETAILS.
2. ENTRIES IN TALLY SOFTWARE AND EXCEL LEGERS.

**Other Attributes:**

🙟 ENJOY GOOD PHYSICAL HEALTH

🙟 ABLE TO GET ALLONG WITH BOTH SUPERIORS & COLLAGUES

🙟 OUTGOING PERSONALITY

🙟 ENJOY MEETING PEOPLE

**Declaration:** I hereby declare that all the statements furnished above are true and correct up according to my knowledge and belief.

**Sign:**

**Krunal Kadia**

**Date:**