

Bio Data

**NAMRATA A. DANTANI E-MAIL :-** [**namratadantani999@gmail.com**](mailto:namratadantani999@gmail.com)

**M.B.A [FINANCE MNGT.] MOBILE NO.: 9998792247**

**Career Objective:**

To achieve a respectable position in the hierarchy of an organization where by I

can direcly Contribute to its growth & progress & serve my country to fulfillment of my own

aims.

**Strength :** Self confidence, team leader, honesty, decision making.

**Educational Qualification**

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| --- | --- | --- | --- |
| **EXAM PASS** | **BOARD/UNIVERCITY** | **NAME OF COLLEGE** | **MARKS %** |
| M.B.A [FINANCE MANAGEMENT] | CHENNAI | NATIONAL INSTITUTE OF BUSINESS MANAGEMENT | 64% |
| B.COM | GUJARAT UNIVERCITY | NAVGUJATAT COLLEGE | 61% |

**Computer Skills :**

Microsoft office

 Tally Erp 9

 Internet surfing

**Personal Profile :**

Name : NAMRATA ASHOKBHAI DANTANI

Father’s Name : ASHOKBHAI N. DANTANI

Permanent Address : B/3/6 Shraddha Apt.,

B/h Keshav baug vadi, New wadaj,

Ahmedabad – 380013.

Date of Birth : 28th June.

Sex : Female

Marital Status : Unmarried

Nationality : Indian

Languages Know : English, Hindi, Gujarati.

Hobbies : Listening music, Play guitar

**WORK EXPERIENCE :**

Previous Employer : Hut For Just Born Pvt. Ltd.

Current Employer : Ahmedabad Cement Company Pvt. Ltd.

Addition Work : I have also Experience of work in Deepak Khatri tax

Consultancy.

Position : Accountant.

Work Profile : All Accounting Work.

Period : More than 5yrs.

Work Skill : Handling Entire Work Of Accounting, Final Acconting,

Filling GST Return, Handling Cash And General office administrative

Work.

Current Salary : Rs. 20000.

**Declaration :**

I here by declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date :-

Yours faithfully,

**[ NAMRATA A. DANTANI]**