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| **RESUME** |

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| **C:\Users\hp\Desktop\only pic.nirmal.jpg** | **NAME : PANDYA NIRMAL PRAKASHBHAI**  **DEGREE :MASTER OF BUSINESS ADMINISTRATION(MBA FINANCE)**  **EMAIL : nirmalpandya26@gmail.com**  **MOBILE NO : 9586598002,6352341486** |

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| **PERSONEL DETAILS:**  **PERMANENT ADDRESS:**  B6,Krishnadham Society,Mahavirnagar  Himmatnagar  TA-Himmatanagar  Dist-sabarkantha,  State-Gujarat,  Pin-383001  **D.O.B :**08 /05/ 1992  **Age**: 26 Years.  **Sex:**Male.  **Marital Status:**  Unmarried.  **Nationality:**Indian.  **Languages Known :**   * English * Hindi * Gujarati   **Hobbies :**  Playing cricket and reading. | |  | | --- | | **PERSONAL QUALITY:** |  |  | | --- | |  | | * Ambitious, hard working, energetic and well disciplined * Know how to meet deadlines and responsibilities * Positive thinking, Self Motivated and flexible * Good communication skills, Soft spoken |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **ACADEMIC RECORD:** | | | |  | | | **DEGREE** | **BOARD /UNIVERSITY** | **YEAR** | **%** | **CLASS** |  | | H.S.C | **GHSEB,Gandhinagar** | 2010 | 66 | First Class |  | | B.Com | **HNGU,PATAN** | 2013 | 58 | Second Class |  | | MBA | **KSOU** | 2015 | 69 | First Class |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **COMPUTER EDUCATION:** | | | |  | | | **DEGREE** | **BOARD /UNIVERSITY** | **YEAR** | **%** | **CLASS** |  | | CCC | **AICSM** | 2012 | 78 | Distriction |  | | TALLY | **AICSM** | 2012 | 70 | Distriction |  |  |  | | --- | | **Experience :** |  |  |  |  | | --- | --- | --- | | **Name of Organization** | **Designation** | **Duration** | | L&T FINANCE LIMITED | BSO(BRANCH SUPPORTER OFFICER) | STILL WORKING |  |  |  |  | | --- | --- | --- | | **Name of Organization** | **Designation** | **Duration** | | SWA. S.H JOSHI&B.K JOSHI ARTS&COMM.COLLEGE | ACCOUNTANT | 6 MONTH | | L&T FINANCE LIMITED | BSO(BRANCH SUPPORTER OFFICER) | 1 YEAR | | KETAN CONSTRUCTION LIMITED | CHASHIER/ACCOUNTANT | 1 YEAR | | HERO MOTOR CROP(MANALI AUTO) | SALES OFFICER (TW LOANS) | 2 YEAR 6 MONTH | |

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| **Activity:** | |
| **SR NO** | **DESCRIPTION** | |
| **1** | **Tally Programming,computer knowledge with internet** | |
| **2** | **Operation,Staff Salary,Party Payment,Mess Bill** | |
| **3** | **Daily Monthly Finance Work/Necessary Paper Work,Cashier** | |
| **4** | **Sales Loan In Two Wheeler,Collection MIS** | |
| **5** | **Financial System & Closures and NOC Process** | |
| **6** | **Farma Equipment File And Two Wheeler File Dispatch Process.** | |

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| **SELF-PRECEPTION:** |  |

If you are Select Me For The Post It Shall Be my Pride to Satisfy You And My Superiors With My Work.

**Your Faithfully**

**Pandya Nirmal**