**Curriculum vitae**

**Sujata makwana B.**

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E/56, Ashvamegh society,

Beside Avakar & Someshvar park,

Nr. I.O.C road,

Chandkheda- Ahmedabad

**Personal details**

Date of Birth : 25th, May, 1992.

Gender : Female

Nationality : Indian

Marital Status : Unmarried

**Educational Qualification Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr.no | Exam passing | Board/uni. | Percentage | Passing year. |
| 1 | SSC | GSEB Board | 62.00% | 2007 |
| 2 | HSC | GSEB Board | 77.00% | 2009 |
| 3 | TYBA | Guj. Uni. | 65.00% | 2012 |
| 4 | PGDCA | Somnath Uni. | 84.00% | 2013 |

**Others Achievements**

* I have been achieving gold medal in post graduate diploma in computer application (PGDCA) by Shree Somnath Sanskrit **University (VERAVAL).**

**Working experience**

* **As A Computer Faculty (March-2013 To May-2014) 1 Year**

Itct Computer Education Center at Viramgam since 1 Year.

* **As Computer & Telephone Operator (June-2014 continue)**

Auto risk Inspection Agency (B M Associates) At Old Wadaj Ashram Road.

* **Also skills of E-mail Drafting, payment collections, invoicing, communicate with customers & client, work on Pre-Inspection software, sage accounts 2050 and office 2010.**

I Have Declare All My Details As Above And All Is Correct. I Will Try To Give My Best

Performance to My Professions.

Yours Faithfully

Makwana Sujata