**Swati Amrish Rao**

B-19, Raj Ratna Bungalows, Jasoda Cross Rd,  **Ahmedabad-382445**

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**OBJECTIVE :**

* The Objective of this is to advanced accounting issues and practices such as maintenance of company accounts, valuation of goodwill and shares, and handling accounting adjustments.

**PROFILE AND STRENGTHS**

* Strong knowledge in analyzing the market & financial performance of company. Ability in identifying potential acquisition opportunities
* Strong knowledge on the prevailing market conditions, economic and financial reform measures being adapted in different countries.
* Setting up infrastructure for financial, accounting, consulting, and investment analysis and portfolio management.
* Highly self motivated and active participant in motivational activity of the company
* I have knowledge about Tally ERP 9.

**CORE COMPETENCY**

▪ Admin Management ▪ Relations Management ▪ Project Management ▪ Representation Organization ▪ Purchase Management ▪ Sales and Marketing ▪ Client serving Management

**EDUCATION QULIFICATION**

**Degree : M.COM (58.62%)**

**Institution :** Lokmanya Commerce college

**University :** Gujrat University

**Degree : B.COM (57.80%)**

**Institution :** S.M.Patel Institute of Commerce(G.L.S)

**University :** Gujrat University

**PGDM COURSE : In Banking(75%)**

**Institution :** G.L.S

Experience : HDFC Bank Ltd ( HDB Financial )

As a Service Quality officer

Ensure Customer Service / Complain Management / Collections

**PERSONAL DETAILS**

**Name :** Swati Amrish Rao

**Father’s Name :**  Amrish Atulbhai Rao

**Date of Birth :** 26th Jan 1993

**Place of Birth :** Ahmedabad, Gujarat

**Language Known :** English, Hindi, Gujarati

**Gender :** Female

**Religion :** Hindu

**Nationality :** Indian

**Marital Status :** Married

**Hobbies :** Travelling, Reading and Listening to music

**About Me :** I want to gain success through hard work, honesty and dedication.

**Declaration:**

I hereby declare that the information given above are true and honest to the best of my knowledge. I commit to discharge my duties in the best possible manner.

Swati Amrish Rao