**TRINKLE AMAR SHAH**

**B/29,Swarg Residency,**

**500 Quarter road.**

**GIDC**

**Ankleshwar-393002**

**Contact no: +91 9574929779**

**Email:** [**tw25as@yahoo.com**](mailto:tw25as@yahoo.com)



**EDUCATIONAL BACKGROUND:**

**Bachelor of Commerce:**

**Chintamanrao college of commerce, Sangli(2010)**

Specialised in preparation of financial reports.

Analysis and rectification of books of accounting.

**Key subjects and skills developed :**

Financial Accounting – Data entry, Book keeping,

Preparation of Financial reports.

**Higher Secondary Education:**

Chintamanrao college of commerce, Sangli (2006)

Basic idea of accounting and Accounting norms

including Financial and non-Financial aspects

**Key subjects and skills developed :**

Thorough knowledge of basic Accounting and,

Book - Keeping.

**CORE SKILLS & PERSONAL ATTRIBUTES:**

**Communication:**

Excellent presentation skills, a good listener, can

communicate ideas clearly and persuasively in both

written and spoken forms.

**Computing Efficiency:**

Good computer skills**,** proficiency in MS Office

**Personal qualities:**

Outgoing, enthusiastic, ability to meet deadline, well

organized and efficient time management, valuing team

cooperation as well as personal achievement, quick learner

and enthusiastic.

**Other Activities:**

Successful years of choreography mentoring to the age

group of 5years to 16yearsWell versed knowledge of retail

management, as a previous experience of readymade clothes.

**WORK EXPERIENCE**

**JayabenModiHospital : ( January- 2014 TO May- 2014)**

**Affiliated Duties:**

* Data Entry, Cash Collection
* Receptionist.

**Hdfc Bank Ltd : (21August 2015 To 28 February 2017)**

**Designation: Sales Officer**

**Affiliated Duties:**

* **Account Opening**
* **Lobby Management**
* **Customer Service**

**AU Small Finance Bank Ltd : (17 March 2017 To 15 september 2017)**

**Designation: Sr. Executive**

**Affiliated Duties:**

* **Account Opening**
* **Lobby Management**
* **Customer Service**

**ADDITIONAL INFORMATION:**

**Other skills:**

* Well versed with Office and basic professional skills and requirements
* Typing and word-processing skills- fast and accurate.

**Interest:**

* Music, Movie, Traveling, Sports

**Reference**:

Suresh Panchal (Sole proprietor Tejas Industries)

Contact No: +91 9825729596

**DECLARATION :**

I hereby inform you that the above information is to the best of my knowledge.

I assure you that I’ll be fully dedicated and co-operative in every aspect.

Date:

Place: Ankleshwar