RESUME

**Undaviya Hiren Dipakbhai**

PERMANENT ADDRESS : Village - Mota surka, near- jain derasar

Taluka - Sihor Pincode - 364240 Dist :- Bhavnagar

PRESENT ADDRESS : C-12 Ravi Tenament, nr – BOB bank

New ranip, ahmedabad

EMAIL : [**hirensn2@gmail.com**](mailto:hirensn2@gmail.com)

MOBILE : +91 – 8000944222

**OBJECTIVE :**  To Work in dynamic environment that provide me a wide spectrum of experience

And Exposure. To bring a dynamic and versatile portfolio of skill at work place and to serve the

organization with positive attitude and efficiency.

**PERSONAL DETAIL :**

**Name** : Hiren Dipakbhai Undaviya **Date of Birth** : 14th  Dec 1992

**Height**: 5’6’’ Weight: 65 kg **Regional** : Hindu **Caste :**  Soni

**Language proficiency** : English, Gujarati, Hindi

**ACADEMIC QULIFICATION :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Qualification** | **Class** | **Percentage** | **Board/university** |
| 2008 | SSC | Second | 58 | GSHSEB |
| 2010 | HSC | First | 61 | GSHSEB |
| 2011 | FY B.com | Pass | 40 | Gujarat university |
| 2012 | SY B.com | Second | 49 | Gujarat university |
| 2013 | TY B.com | Second | 57 | Gujarat university |

**EXPIERIENCE** : 6 MONTHS ( NOV 2014 TO APR 2015 )

ACCOUNTANT ASSISTANT

JAI GANESH TOYOTA

BHAVNAGAR

REF – HITESHBHAI DHANVANI (ACC.)

MOBILE - 9099221089

**COMPUTER QUALIFICATION** :

1. BASIC Computer knowledge.
2. M.s.office
3. Tally ERP 9
4. EXCEL

Hiren D Undaviya