

YASH MUKESHBHAI PANDYA

D/39 Jay Krishna Society, Nr.Vedant International School,
Isanpur, Ahmedabad:382443
8141068343 | yashmpandya05@gmail.com

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- **ICICI BANK** Dec-2022 - Aug-2023
RELATIONSHIP MANAGER
 - Responsible to communicate with team members as well as senior management.
 - To identify new business opportunities and sourcing high value Savings account and Current Account.
- **GUJARAT VIDHANSABHA** Dec-2019 - Sep-2022
PERSONAL ASSISTANT

Worked as a Personal Assistant for 33 months (2 years and 9 months) at Vidhan Sabha, Gandhinagar under the Deputy Secretary & Returning Officer of Rajya Sabha & Presidential Election. I was responsible for preparing the minutes and making reports and providing further assistance in this regard.

Education

- **Gujarat Commerce College** 2022
M.Com
First Class
- **RH Patel Arts and Commerce College** 2020
B.Com
First Class
- **Shree Muktajivan School** 2017
H.S.C
First Class
- **Shree Durga Vidhyalaya** 2015
S.S.C
First Class

Skills

- Good communication, Tally ERP 9, MS Word, MS Excel, Advance MS Excel, Adobe Photoshop, Gujarati & English Typing.

Achievements & Awards

- Successfully completed diploma in Tally Erp 9.0 from Dr. B. R. Ambedkar Computer Institute & Vocational Training by securing an "A" grade.
- Participated in the 2 day technical workshop related to networking and security awareness conducted by the Prakshal IT Academy.
- Awarded for excellency in the Post Graduate program in Relationship Management by NIIT.
- Participated in the 3 hours technical workshop related to Advance Microsoft Excel awareness conducted by the IRAEDU tech Academy.
- Currently pursuing a 3 months certification course on Advanced Microsoft Excel from the reputed Institute, C-DAC.

Personal Details

- Date of Birth : 14/10/1999
- Marital Status : Single
- Nationality : Indian
- Gender : Male
- Hobbies : Playing Cricket, Traveling & Reading
- Known Language : Gujarati, English, Hindi

Declaration

- I am confident of my ability to work individually and in a team. I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Yash Pandya