

## **Curriculum Vitae / RESUME**

**Monika Ronak Panchal**

48 / Part-1, Muralidhar Society,  
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### **CAREER OBJECTIVES**

I seek a challenging assignment in organization that will utilize my knowledge and experience. My aim is to contribute to the objective of the organization and to grow with it. I can be sure of my commitments towards the Company which will endeavor far most in achieving goals

### **EDUCATION DETAILS**

- ❖ Bachelor in Social Work (BSW)  
Indira Gandhi National Open University (IGNOU)  
Passing Year: 2019  
Percentage: 61%
  
- ❖ Diploma Computer Engineering  
B and B Institute of Technology,  
Vallabh Vidhyanagar (Gujarat Technological University)  
Passing Year: 2014  
Percentage: 72% CGPA: 7.9
  
- ❖ H.S.C – Arts (GSEB)  
Passing year: 2016  
Percentage: 68%
  
- ❖ S.S.C (GSEB)  
Passing year: 2011  
Percentage: 89.8%

### **STRENGTHS**

- ❖ Positive attitude, hardworking and ability to work under pressure
- ❖ Always ready to learn new things
- ❖ Ability to reach goals

## **ABILITIES / ATTRIBUTES**

- ❖ Innovative and quick in adaptive to any situation
- ❖ Self- motivated, methodical and process driven
- ❖ A team player, continuous learner and proactive
- ❖ Tenacious, independent and willing to take the initiative

## **RECRUITMENT SKILLS**

- ❖ Good Communication and interpersonal Skill
- ❖ Marketing skill
- ❖ Can easily co-ordinate with clients and candidates
- ❖ Multitasking and confident

## **COMPUTER PROFICIENCY**

- ❖ MS-Office, Computer Basics
- ❖ All Type of Online Work
- ❖ English and Gujarati Typing

## **WORK EXPERIENCE**

- ❖ Career fort Consultancy  
Ahmadabad, Gujarat  
**HR Recruiter (Nov-2019 to Till Now)**
- ❖ GUJARAT STATE CIVIL SUPPLIES CO. LTD (GSCSCL Gujarat Gov.)  
DISTRICT OFFICE – NADIAD  
**COMPUTER OPERATOR (MAY-2015 TO NOVEMBER-2018)**

## **PERSONAL DETAILS**

Husband Name	:	Ronak Dilipbhai Panchal
Date of Birth	:	11 <sup>th</sup> January, 1996
Marital Status	:	Married
Nationality	:	Indian
Language Known	:	English, Hindi, Gujarati
Hobbies and Interests	:	Social Work, Reading Books, Travelling etc.

I hereby declare that the information furnished above is true to the best of my knowledge.

Place :

Date :

**Yours Faithfully**  
MONIKA R. PANCHAL