

## **Rupal Panchal**

**Address** : H-12 Everbella Flats,  
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### **Career Objective :**

To secure a promising position that offers both a challenge and a good opportunity for growth. I want carrier where my skill, functional experience and educational knowledge are fully utilized and got opportunity to learn new things.

### **Education Details :**

Sr.	Certification/Degree	Institution/University	Passing Year	Marks(%)
1.	M.COM	M.S.UNIVERSITY	2010	56 .50
2.	B.COM	M.S.UNIVERSITY	2008	55.50
4.	H.S.C.	G.H.S.E.B.	2005	71.17
5.	S.S.C.	G.S.E.B.	2003	58.00

### **Computer knowledge :**

Basic  
M.S Office  
Tally certification

### **Employment profile :**

**Company** : **(1) Manappuram Finance Ltd.**

**Business** : Manappuram Finance Ltd. has in recent years, emerged as a Leading non banking financial company(NBFC) in India. Major Services are Gold loan and money transfer.

**Designation** : Asst. Branch Head

**Tenure** : January 2011 – March 2014

**Job Responsibilities** :

- Responsible for the growth of outstanding of the branch
- Have to assist the Branch Manager
- Responsible for better customer service
- Getting work done from staff on timely basis
- Co-ordination between upper level mgt & lower level mgt
- Responsible for safety of the gold ornaments
- Have to manage day-to-day work properly and send reports regularly
- Have to manage whole working of the Branch.
- Have to handle all bank related activities.

**Company : (2) Shweta Impex**

Business : Shweta Impex is importing & exporting textile items

Designation : Office Assistant

Tenure : July 2014 – February 2015

Job Responsibilities :

- Responsible to manage day to day routine office paper work
- Checking mail
- Bank transaction
- Prepare bills for importing textile items and send it to respective companies.

**Company : (3) Miami Consultancy**

Business : Visa , passport consultancy

Designation : Office Assistant

Tenure : April 2015 till March 2016

Job Responsibilities : Responsible to manage back office work and suggest different types of Visa to the client.

**Company : (4) Way 2 Africa export consultancy**

Business : Export Consultant

Designation : Office Assistant

Tenure : Aril 2016 – Dec 17

Job Responsibilities :

- Responsible to manage office routine work
- Checking mails,
- Prepare Invoice , welcome letter and receipt to the manufacturer who wants to export your product to Africa.

#### **Personal Information :**

D.O.B : 23<sup>rd</sup> August 1988

Husband Name : Manan Panchal

Languages Competency : English, Hindi, Gujarati

Marital status : Married

Religion : Hindu

Here I declared that information given above is True.....

Rupal

