

CURRICULAM VITAE

Contact No: 9978828054

ADDRESS:

B/8 Darshan Complex,
Nr. Arjun Tower, Opp C. P. Nagar,
Ghatlodia, Ahmedabad.

SONAL MAHESHBHAI PATEL

CAREER OBJECTIVE

Looking for a position that would profit from my educational experience and contributing positively in and outside the workplace. I am a responsible individual who takes pride in my positive approach and would like to help your business grow by offering these qualities at your disposal.

PERSONAL DETAILS

Date of Birth : 3 - 7 - 1980
Marital Status : Unmarried
Nationality : Indian
Languages Known : Gujarati, Hindi and English
Personal Attributes : Hard Working, Self-Confident, Honest Toward Works
Skills : Strong Positive Attitude
Hobbies : Music, Travelling
EMAIL : sonu3_80@yahoo.co.in

EDUCATIONAL QUALIFICATION

No.	Degree	Year	Board / Uni	Percentage
1	S.S.C	1995	Guj. Board	53%
2	H.S.C.	1997	Guj. Board	57%
3	B. A.	2000	Guj. Uni.	52%
4	Windows & MS - Office	2001	CMC Limited A Govt. of India Enterprise	A-Grade
5	Data Entry Course	2002	Rollwala Computer Centre, Guj. Uni.	A-Grade
6	Financial Accounting System	2006	I.T.I. Thaltej , Ahmedabad Govt. of Gujarat	A-Grade
7	Smart Professional Accountant Tally Erp9	2011	Raj Software Technology (India Ltd.) GBTB Board	A-Grade

Computer Known : M. S. Office, Data Entry, Internet, Tally Erp 9.

EXPERIENCE

- **As a Data Entry Operator in Rollwala Computer Centre, Ahmedabad, For February 2002 to August 2002.**
- **As a Computer Operator & Office Assistant in Gujarat State Seed Certificate Agency, Satellite, Ahmedabad, For December 2003 to December 2010.**
- **As a Receptnist & Computer Operator in N. S. JEWELS, C. G. Road, Ahmedabad, For January 2010 to June 2011.**
- **As an Accountant in Parth Offset, Ghatlodia, Ahmedabad, For November 2011 to March 2012.**
- **As a Computer Operator & Office Assistant in Gujarat State Seed Certificate Agency, Satellite, Ahmedabad, For October - 2012 to April - 2023.**

I hope you will accept my application and give me a chance to prove my ability.

**Yours Faithfully,
SONAL M. PATEL**

Date:

Place: Ahmedabad