

CURRICULUM VITAE



PRIYANKA RAVINDRABHAI PATRE

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PERSONAL DETAILS

Date of birth : 31st October, 1997
Sex : Female
Nationality : Indian
Languages known : English, Hindi, Gujarati, Marathi

PROFESSIONAL OBJECTIVE

- To be able for contribute to organization objective through service & responsibility.
- To seek way in developing a successful career where my skills are effectively utilized to their fullest potential and produce continual experience with growth opportunities.

EDUCATIONAL QUALIFICATION

- M.Com passed out with Distinction in a year 2021 from Gujarat University.
- B.Com passed out with Distinction in a year 2018 from Gujarat University.
- H.S.C. from Gujarat higher secondary board with 80%.
- S.S.C from Gujarat secondary education board with 69%.

WORK EXPERIENCE

- **COMPANY NAME:-** Exraytech inspection services
- **JOB DESIGNATION :-** Admin & Account executive
- **JOB PROFILE :-** Working in NDT Software, Preparing Invoices, Handling Customer Inquiries, Preparing Quotations, Preparing Reports, Vendor management, Documentation, Filing work, Handling recruitment process, Bank reconciliation, GST reports, Petty cash, A/R & A/P entry, Payroll administration, Bookkeeping.
- **JOB DURATION:-** From 2nd June,2020 to 15th April, 2023

IT SKILL

- Well versed with MS Office (Word, Excel, PowerPoint) Software Programming, Internet Applications, E-mail Correspondence.
- Tally Prime with GST & QuickBooks

ACHIEVEMENTS

- Attended seminars as per below
 - I. Value based education.
 - II. GST enter and Implementation.
 - III. IBPS mock test attempt-2 at college.
 - IV. Ram animation workshop of 5 days.
 - V. Ganpat university 1 day workshop on L.A.F.
 - VI. Digital literacy training by ADANI skill development center.
 - VII. Diploma in information technology (DIT) with grade “A” TCIL.

CURRICULAR ACTIVITIES

- Padkar {Self defense for women}.
- Sanskrit Shlokas competitive test.
- Science quiz contest.