

Resume

RANA PAYAL M.
1068, JASH NI KHADKI,
LALABHAI NI POLE,
MANDVI NI POLE,
MANEKCHOWK,
AHMEDABAD-380001

Personal information

Date of Birth:- 12/02/2001
Gender:- Female
Marital Status:- Unmarried
Language Known:- English, Hindi, Gujarati (Read, Write, Speak)
Nationality:- Indian
Religion:- Hindu
Mobile no.- 7567115119
E-Mail:- payalrana1220@gmail.com

Career Objective

Seeking a Position to utilize my skills and abilities in the field that offers professional growth while being resourceful, innovative and flexible

To get a startup in the organization where I can explore my knowledge of , TALLY ERP9 effectively and utilize my skills to achieve the objectives of the respective organization.

Professional & Educational Qualification

SSC GSEB PASSING YEAR 2016 WITH 78%

12th Pass Gujarat Higher Education Board 2018 with 90%

Graduation completed with First Class (74%)

Post-Graduation Completed with First Class (70%).

Self Appraisal Of Professional Qualification

Good presentation & communication skills.

Responsible, efficient and hardworking.
Likes doing excellent job
Ability to work in a team environment or independently.
Likes to be innovative

Hobbies & Interests

Listening to Music, Singing, Reading Book, Internet, Playing Cricket and Video Games etc.

Declaration

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

Projects Accomplished

In Fitmac services Private Limited Working as Executive Auditor since june-2021