

Curriculum Vitae

Heena Hitendrakumar Sutariya

Mobile Number : +918735078753

E-mail ID : sutariyaheena212@gmail.com

OBJECTIVE

To get into an organization, where I can enhance my skills and harmonize my ambition with the organization and there by achieving my goal of becoming the Functional Head in a medium sizes organization on the next five to seven years.

STRENGTHS

- Effective communication and interpersonal skill.
- Quick learner, Positive attitude and perfectionist.
- I have good analytical ability and good memory.
- I am very optimistic in thoughts and like to improve all the time.
- I am always like to be punctual in my work

EDUCATIONAL DETAILS

QUALIFICATION	BOARD/UNIVERSITY	YEAR	RESULT
S.S.C. (10 th)	G.S.E.B. GANDHINAGAR	April-May-2001	PASS-59.29%
H.S.C. (12 th)	G.H.S.E.B. GANDHINAGAR	March-April-2003	PASS-57.83%
I.T.I. DESKTOP PUBLISHING OPERATOR	DIRECTORATE EMPLOYMENT & TRAINING GANDHINAGAR	April-2005	PASS-55%

PERSONAL INFORMATION

NAME : SUTARIYA HEENA HITENDRAKUMAR

ADDRESS : 17/425, SUKHRAMNAGR, SANT VINOBA BHAVE NAGAR,
OPP: WATER TANK SUKHRAMNAGAR, AHMEDABAD.

D.O.B. : 02/12/1985

MARITAL STATUS : MARRIED

HOBBY : READING, TRAVELING & MUSIC

LANGUAGES KNOWN : ENGLISH, GUJRATI & HINDI

EXPERIENCE : 7 Year's Teaching at Swami Narayan School, Sukhramnagar.

DECLARATION

I FRIMLY BELIEVE IN SMART WORK AND IMPLEMENTING MY DUTIES WITH DEDICATION AND DETERMENATION.
WHICH GIVES ME AN OPPORTUNITY TO PROVE MY POTENTIAL AND GOOD CAREER OPPORTUNITIES.

Place : Ahmedabad

Date :

(Sutariya Heena Hintendrakumar)