

CURRICULUM VITAE

Mehulkumar Rathod

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◆ Career Objective:-

To become a successful professional in relative field and to work in an innovative and cvompetitive world Career.

◆ Educational Qualification:-

Qualification	INSTITUTE / UNIVERSITY	PASSING OF YEAR	PERCENTAGE
B.A	SAURASHRA UNIVERSITY	MARCH-2009	60.00 %
P.G.D.C.A	SAURASHRA UNIVERSITY	MARCH-2010	59.00%

◆ Computer Knowledge:-

Operating System: - MS Office. Computer Language, Internet surfing.

◆ Responsibilities:-

Cash handling, all type of computer work with hr related work

◆ Personal Skills:-

- Smart, energetic & Confident.
- Communication Skill.
- Hard & Smart Work.
- Serious Attitude toward work & career.
- Good convincing power.

Experience Profile:-

1) COLLECTORATE, JUNAGADH

Designation : Computer Operator
Duration : From 1st Nov 2006 to April 2012
Job Location : JUNAGADH
Job Profile : Back office work, computer operating. Net sufring.

2) VIJAY SALES - BARODA

Designation : Cashier
Duration : From 1st August 2013 to June 2014.
Job Location : Baroda
Job Profile : Cashier, Computer billing work with HR / Back office work.

3) KALYAN JEWELLERS INDIA LTD

Designation : Computer Operator
Duration : From 1st July 2015 to Till date.
Job Profile
Job Location : RAJKOT

**** BASIC WORK OF BACK OFFICE ****

- Account related working like to daily cheque updation or not,
- Daily Staff attendance cross check with hr updation
- New Joining Staff hr entry with all document verify.
- All type of HR related work daily basis done.
- Daily night stock taking and tally with software.
- All type of mail drop on daily basis.
- Live billing done on Muziris software.

◆ Personal Information:-

- Name : Mehulkumar Rathod.
- Father's Name : Madhavaji Rathod
- Date of Birth : 14-12-1987.

- Languages Known : Gujarati, Hindi, English.
- Nationality : Indian.
- Religion : Hindu.
- Marital Status : Married.

◆ Declaration:-

I hereby declare the information furnished above is correct to the best of my knowledge.

YOURS SINCERELY,

Mehulkumar Rathod