

RESUME

Janavi K. Patel

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CAREER OBJECTIVE

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

BASIC ACADEMIC CREDENTIALS

Examination	Institute/Board	Month/Year	Percentage
S.S.C	G.S.H.S.E.B	March-2016	79.38%
H.S.C		March-2018	90.00%
Graduation	Government Commerce collage	June-2021	64.11%

COMPUTER AWARENESS

General : MS Word, Excel, PowerPoint

Software : Tally ERP 9.0

INTERPERSONAL SKILL

- 1 Ability to rapidly build relationship and set up trust.
- 2 Confident and Determined.
- 3 Ability to sense what others are thinking and likely adjust behavior accordingly.
- 3 Ability to cope up with different situations.

PERSONAL DETAILS

Father's Name:	Kaushikbhai S. Patel
Mother's Name:	Jagrutiben K. Patel
Birth Date:	07-07-2001
Caste:	Hindu-Kadva
Gender:	female

Marital Status:	Single
Nationality:	Indian
Language Known:	Gujarati, English, Hindi
Hobbies:	Travelling, Making new friends, Reading News Paper.
Strengths:	I am honest, hard working ,Helpful to others and committed in my profession. I have capability to complete all the tasks assigned to me within the prescribed timelines.

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Yours sincerely,
Janavi K. Patel

Place:
Date: