

Resume

Personal information

Name: - Dhaval C. Panchal
Date of Birth: - 1st September 1990
Gender: - male
Marital Status: - Unmarried
Nationality: - Indian
Languages known: - Gujarati, Hindi & English
Personality: - Dynamic

Contact Detail

Address: - 99, yesh vijay Society, Nr.bharvi tower C.T.M.road
City: - Ahmedabad-380026
State: - Gujarat
Contact No: - 9033471732
Email: - ksmdmdhaval@gmail.com

Academic Qualification

Detail	Exam Board/University	Passing Year	Grade
S.S.C	G.S.E.B.	Passed in 2006	1 st class
H.S.C	G.H.S.E.B.	Passed in 2008	1 st class
B.com	Gujarat Uni.	Passed in 2012	Pass class
MBA	Chandigarh University	2022	1 st class

Computer Education

Course	Institute	Year	Grade
C.C.C	DOEACC	2008	B
HTML,CSS	Vibha Institute	2008	B
Bpo course	G.K.S	2010	A
Tally 9 Erp	G.K.S	2011	B
Autocad/Sketchup	Vibha Institute	2012	B
D.T.P	Vibha Institute	2012	B

Computer Skill

Basic fundament knowledge of computer, Hardware Hardware and software installation Typing speed 42

Application Known

Microsoft office, Autocad, Sketchup, Photoshop, Illustrator, Tally Erp9

Strength

Learning ability, Honest, Good Communication, Self Confident

Work Experience

Company	Designation	Role	Duration	Responsibility
Aegis Pvt. Ltd.	BPO service	CCE	May2010 To December 2010	Attend calls & Maintain A.H.T
Bharat Gas	Compute rOperator	Compute rOperator	Jan 2011 to April 2011	Booking Process
Onlinework4home	Compute rOperator	Compute rOperator	May 2011 to Dec 2012	Computer Operator cum cashier
Gandhinaga rMunicipal Corporation	Compute roperator	Compute roperator	May 2014 to March 2015	Letter Conversation, add post, Social Media handling, Create Graphic Content, Maintain Letter Record, Filing,
Gandhinagar Urban Developmen tAuthority	Compute roperator	Compute roperator	March 2015 to March 2018	Letter Conversation, add post, Social Media handling, create Graphic Content Maintain Letter Record, Filing,
Sayaji Industries ltd	Account Executive	Accountant	March 2019 to continue...	Accounting, Filing, TDS return preare in Saral software, Credit note approve in Microsoft AX software,(Bank reconciliation Bank receipt entry) Tally (Prepare e-way bill Sales bill, Book purchase, sending outstanding report) Send quantity report every month Salary RTGS as per hr

I here, by declare that the information given above is correct as per my knowledge.

**your's faithfully
(Dhaval panchal)**