

CURRICULUM VITAE

Rajendrasinh Rathod

26/826,Krushnadhham Part-2

Nr.Sharanm-12

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CARRIER OBJECTIVE

I want to Excel in my work and provide my best Service to the Organization in such or way that it would be advantageous to the Organization and to me.

ACADEMIC QUALIFICATION

Higher Secondary in 2015, Gujarat.

Percentage Aggregate: **81.43%**

SSC in 2003, Gujarat.

Percentage Aggregate: **70.33%**

B.com RUNNING HA Collage of Commerce (Gujrat UNIVERSITY).

FY B.COM: IN 2016 WITH FIRST CLASS

SY B.COM: IN 2017 WITH SECOND CLASS

TY B.COM: RUNNING

EXPERIENCE

Currently Working In Dasaldhan Chemicals Pvt Ltd (Trading Firm):-

- Maintaing P.O File
- Co-ordinate with Clients
- Driver Salary Accounts
- Manage files & documents
- Inward & outward material

Operating System : MS office & Excel

KEY STRENGTH

1. Initiative taker can work under pressure and balance multi-task Assignments.
2. A Good team member, especially in Situation, where tough and high stress
3. Goals have to be achieved.
4. Do work in any tough condition.
5. Good written and oral communication skill

PERSONAL PROFILE

Date of Birth : 27th Nov.1997
Father Name : Mr. Mansinh Rathod
Sex : Male
Marital Status : Unmarried
Mother Tongue : Gujarati
Languages Known : English, Hindi & Gujarati
Nationality : Indian
Religion : Hindu
Hobbies : Reading, Music

Declaration:

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Yours faithfully,
Rajendrasinh Rathod