

Resume

Ankita V.Patel

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❑ CAREER OBJECTIVE

Intend to build career with company which help me to fully utilize my potential knowledge and abilities effectively.

❑ QUALIFICATION

DEGREE	INSTITUTE / UNIVERSITY	%/CLASS	YEAR
L.L.B	Gujarat University	Second Class	2022
Diploma in Taxation Laws and Practice (D.T.P.)	Gujarat University	Second Class	2019
M.COM	Gujarat University	First Class	2018
B.COM	Gujarat University	First Class	2016
HSC	G.S.E.B	75%	2013
SSC	G.S.E.B	80%	2011

❑ COMPUTER SKILL

Software	Ms-Office-2007,2010 TALLY-ERP 9
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❑ EXPERIENCE

- 3 Year Experience in LIC Office Operator in Nikol, Ahmedabad.
- 2 Year Experience in Goyal Baid & Associates as Account Executive in Sarangpur.
- 1 Year Experience in Sumiran P.L. as Finance Executive in Khokhra,Ahmedabad.
- In Present,3 Year Experience in G.N.Enterprise as Accountant in Kalupur,Ahmedabad.

❑ PERSONAL INFORMATION

Date of Birth	:	13 th December,1994
Gender	:	Female
Marital Status	:	Single
Nationality	:	Indian
Language Known	:	Gujarati, English, Hindi,
Interests	:	Traveling, Music,Surfing Net
Soft Skills	:	Team spirit, goal oriented
Specialty	:	<ul style="list-style-type: none">• Good communication skills.• Dedication: Willingness to walk the extra mile to achieve excellence.• Dynamic Nature

❑ DECLARATION

I am sincere in all my endeavors and have a good co-ordination skill to work in a team.

I hereby declare that particulars given here are true to the best of my knowledge and belief.

Thank You

Ahmedabad

Ankita Patel