

# RESUME

**SOLANKI DHARMIK**

**S/O, NAGINBHAI SOLANKI**

1869, Jogani Mata No Khancho,

Near Ratna Jyot Dolatakhana,

Sarangapur .

Ahmedabad :- 380001

**Mobile No:-** 8671961615

**Email Id :-** [solankidharmik3@gmail.com](mailto:solankidharmik3@gmail.com)

## CAREER OBJECTIVE

- A Challenging position in an organization where my technical and analytical skills would be applied for the betterment of the organization.

## EDUCATION DETAILS

- Bachelors of Commerce ( April -2016 ) N.C. Bodiwala Commerce College, Gujarat University, Ahmedabad, Gujarat.

Standard	Board/Uni.	Institute	Passing Year	Percentage
S.S.C	G.S.S.C	UPASANA VINAY MANDIR	2009	53.07 %
H.S.C.E	G.H.S.C	UPASANA VINAY MANIDR	2011	46.09 %
GRADUCATION	GUJ.UNI.	N.C BODIWALA COMMERCE COLLEGE	2016	45.11 %

## PERSONAL PROFILE

- **Date of Birth :-**23/09/1993
- **Father s Name:-** Mr. Naginbhai Ramjibhai Solanki ( Government Job)
- **Mother s Name:-** Mrs. Manjulaben Naginbhai Solanki (House wife)
- **Strenghts:-** Teamwork, Discipline, Honesty, Hard work .
- **Hobbies :-** Chess. Cricket, Volleyball .
- **Languages known:-** Gujarati, Hindi , English ,
- **Nationality :-** Indian

## EXPERIENCE

- I have Six month Experience Future Generally insurance Company (operation Department)
- I have 1.5 Year Experience As Admin Assistant (Multi Mantech International Private Limited)
- I have Currently Working As Admin Assistant (Solution Analysts Private Limited)

## COMPUTER KNOWLEDGE

- I am Trained from a Reputed Institute Of Computer Education for the Following Courses.
- M.S. Office
- Telly 7.2 & E.R.P 9.
- M S office And Advance Excel

## DECLARATION

I Declare that above mentioned information is true to the best of my knowledge.

Yours Faithfully,

**Dharmik .N. Solanki.**