RESUME

Hardik Nankar

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# OBJECTIVE

To work with leading company and to use my analytical thinking to the best of my ability combined with perseverance, so as to contribute to organization’s growth and goal, as well as to attain my professional goal.

**ACADEMIC QUALIFICATIONS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Institution** | **Year** | **Result** |
| **B.Com** | **Gujarat University** | **2017** | **42 %** |
| **H.S.C** | **GSHEB** | **2013** | **52 %** |
| **S.S.C** | **GSEB** | **2007** | **58 %** |

## COMPUTER PROFICIENCY:

* Working knowledge of Windows and Internet. And familiar with MS-Word/MS-Excel

## PROFESSIONAL EXPERIENCE:

* Worked as a Data Entry Operator at Acharya Associates for 1.5 years – (August 2011-March 2012 & April –December 2013 )
* Worked as a Data Entry Operator at Arrow InfoTech for 1 years (May 2015-June 2016)
* Worked as a Data Entry Operator at Anmol Technomart Pvt Ltd for 2 years (June 2016- May 2018)
* Currently Working as a Catalogue Executive at Prayosha Food Services Pvt Ltd Since Last 3 Years (Since May 2018)

## SKILLS:

* Good Communication Skills.
* Easily negotiate with other people.
* Have high level of persuasiveness.
* Can work effectively in team, as well as individually.
* Have good inter-personal skills.

**PERSONAL INFORMATION:**

**Father’s Name:** Kailashbhai Keshavrav Nankar

**Marital Status:** Unmarried

**Gender:**  Male

**Date of Birth:** 7th September, 1991

**Language Known:** English, Hindi, Marathi

**Nationality:**  Indian

**Strength:**  Confident, Positive attitude, Hardworking, Punctuality, Good listener and Quick learner

**Hobbies:**  Internet Surfing, Reading Newspaper, Playing Cricket.

**DECLARATION:**

I Hereby inform you that all the statement made above are true the best of my knowledge and belief.

**(Hardik Nankar)**