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| Mansi Kotadia |
| **E-mail**: [mansi.barmeda@gmail.com](mailto:mansi.barmeda@gmail.com)  **Contact No.** : (+91) 9978049659 |
| **Current Address**: E-261, Sapna nagar, Gandhidham |

**Objectives**

Looking for a position with reputed organization where I can be a responsible person in the organization and to get success to enrich the organization and my future with my qualitative work and skills.

**Qualification**

**Master of social work**

Kachchh University, Bhuj Year 2011

**Bachelor of commerce**

Kachchh University, Bhuj Year 2009

**H.S.C.**

Gujarat Secondary and Higher Secondary Education Board, Year 2006

Bhuj, Gujarat

**S.S.C.**

Gujarat Secondary and Higher Secondary Education Board, Year 2004

Bhuj, Gujarat

**Skills**

* Presentation and Public Speaking
* Good Communication skills
* Good decision making and analytical skills.

**Experience**

* **Dolphin Engineering** (August 2011 to July 2014)

(Work description: Accountant and admin)

* **Trishul Engineering** ( November 2015 to January 2020)

(Work description: Accountant and admin)

* **Unimoni Financial Services Ltd** (February 2020 to May 2021)

(Work description: - Account cum cashier, handling all operations work)

* **Mercantile Marine Department**, Kandla (June2021 to May 2022)

(Work Description: - PA and all Admin Work)

* **N.K Industrial Services** (June 2022 to Present)

(Work Description:- Tender Process, Purchase head, admin work)

**Key Qualities**

* Positive outlook
* Team Work
* Dedication
* Strong Grasping
* Hard Working
* Continuous learning
* Project Management
* To handle critical under stress

**Computer Proficiency**

* Standard operating systems: Windows 2000/2003/2007XP/vista,
* Knowing Office Package: Microsoft Word, Microsoft Excel, Microsoft PowerPoint
* Tally 9.0
* DTP (Page Maker, Corel Draw, Photoshop)

**Primary Info**

**Name :** Mansi A. Kotadia

**Father’s Name :** Rajendra Barmeda

**Date of birth :** 2and march, 1989

**Age :** 32

**Gender :** Female

**Nationality :** Indian

**Languages Known :** English, Hindi, Gujarati

**Permanent Address :** c/o. Rajendra Bhagatlal Barmeda,

Haveli fariya, kansara bajar bhuj kachchh