***Resume***

Nikita Khadayata

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**Objective:**

* I possess some quality which I think will help me to growing along with organizational growth.

**Synopsis:**

* I’m pursuing my Diploma in taxation law and practice from Gujarat University.
* I have good communication skill.
* I’m hardworking and I think my work is my hobby.

**Academic:**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Degree | University | Percentages |
|  |  |  |  |
| 2010-12 | M.A | Gujarat Uni. | 50% |
| 2007-10 | B.A | Gujarat Uni. | 59% |
| 2007 | HSC | GSHEB | 74.71% |
| 2005 | SSC | GSHEB | 56% |

**IT knowledge:**

* Having knowledge of Microsoft Office.
* Having knowledge of net surfing .

**Experience**:

* Currently working in SI Placement as a HR executive to till date.
* I have one year experience with Advocate.
* I have also six month experience as a admin cum Receptionist in IIHT Kapadwanj Branch.

**Achievements:**

* I wascadet of N.C.C in BA. And also getting scholarship. I am attending N.C.C camps. I was passed B certificate and C certificate in N.C.C.
* I was student of NSS in BA. I am attending N.S.S Camp.

**Hobbies:**

* Novel reading, net surfing, music.

**Extra activities:**

* Participant in singing competition.

**Personal details:**

**DoB:** 17th March,1990

**Maritial status:** Unmarried

**Address:** Ukardi na muvada, Ta: Kapadwanj, Dist: Kheda.

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