***Resume***

Rathod Nilkanth Kanaiyalal ******

***Personal Details :-***

* Father Name :- Rathod Kanaiyalal Kantilal,
* Address :- Shree Nagar Rod – 7, Opp New Police Station, Idar
* Sex :- Male,
* Date Of Birth :- 5 May 1996,
* Mariel Status :- Single,
* Known languages :- Gujarati, Hindi ,English,
* Hobby :- Play Tablas, Listen Music,
* Nationality :- Indian,
* Mobile Number :- 8734050218,
* Mail Id :- nilkanth.rathod007@gmail.com,

***Educational Detail :-***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Degree*** | ***School / Collage*** | ***Year*** | ***Percentage*** |
| 10 Std | ShriK.M.PatelVidayamandirIdarc | 2011 | 64% |
| 12 Std | ShriK.M.PatelVidayamandirIdarc | 2013 | 67% |
| B.Com Sem - 1 | ShriSahjanand Art's & Commerce Collage | 2013 | First Class |
| B.Com Sem - 2 | ShriSahjanand Art's & Commerce Collage | 2014 | Second Class |
| B.Com Sem - 3 | ShriSahjanand Art's & Commerce Collage | 2014 | First Class |
| B.Com Sem – 4 | ShriSahjanand Art's & Commerce Collage | 2015 | Pass Class |
| B.Com Sem – 5 | Sahjanand Art's & Commerce Collage | 2015 | First Class |
| B.Com Sem – 6 | ShriSahjanand Art's & Commerce Collage | 2016 | Result pending |

***Experience :-***

**Marketing Executive**

**Power System InfoTech**

* Responsibilities   
  marketing of the accounting software TELLY ERP - 9 and giving information about new update.
* Skills Used   
  good Communication skills about marketing.
* I Have Done Job In This Company For July 2013 To June 2014.

**Salse Executive**

**HDFC ERGO GENERAL INSURANCE PVT.LTD**

* Responsibilities   
  daily work is to get leads from h.o and work on it as backend and report to h.o. mail the daily report to h.o and also to the manager and giving the premium to the customer and Agree for the insurance.
* Accomplishments   
  good knowledge about insurance and the finance and also about the banking .
* Skills Used   
  computer typing skills and also know how to calculate the premium code i also use to calling for the insurance so it’s also developed and also clear my typing speed and good knowledge about the internet searching.
* I Have Done Job In This Company For July 2014 To July 2015.

**Back Office Executive**

**Ashapura Trade & Transport Services Pvt.Ltd**

* Responsibilities

Handling The Daily Parcel Incoming & Outing Data From The Website. Accounting General Entries In Telly ERP – 9 Like Salivary ,paty Cash ,Customer Payments.& Also Bank Entries Audit.

* Skilled Used

Telly ERP – 9 ,MS Office Tools Most OF Work In Excel. And Internet Searching.

* I Have Done Job In This Company For August 2015 To January 2016.

**Branch Service Manager**

**HDFC STANDARD LIFE INSURANCE LTD**

* Responsibilities   
  Handling the Walking Customer in The Branch and Solved The Queries Of Them And Also Work For The Cross sale. Work on The Lead Which Is Given by L1 Or Company
* Accomplishments   
  good knowledge about insurance and the finance and also about the banking.
* Skills Used   
  computer typing skills and also know how to calculate the premium code I also use to calling for the insurance so it’s also developed my Sales Skill and Language.
* I Have Done Job In This Company For January 2017 To Till November 2017.

**Cashier**

**VODAFONE INDIA LTD**

* Responsibilities

Handling Walking Customer Payment, Recharge, M-Pesa Cash, Advance Recharge Cash Manual Eatery, Banking, Banking online module Update, Case / Bank Credit Voucher Certificate, I.W.R Generation, M – Pesa Day Closed Online Module.

* Accomplishments

good knowledge about Handling Cash and the Banking Upadation and also about the Banking Module

* Skills Used

Telly ERP – 9, MS Office Tools Most OF Work In Excel. And Internet Searching.

* I Have Done Job In This Company For December 2017 To Till Date.

***Computer Skills :-***

* I Have Completed The Course Of TELLY ERP - 9 At Jalaram Computer Class At Idar And Also Good Knowledge About It.
* I Have Completed The Course Of I.T.B.C At Vijaynagar I.T.I & AlsoCompleted The Course Of Open Source Office Tools At Gujarat Knowledge Society At Gandhinagar.
* I Have Also A Good Knowledge About All Basic Of Computer Like MS Office & Internet.

***Other Achievement :-***

* I have Participate In the Youth Festival In The Competition Of Playing Tabla & Also In Group Song And We Winning The Competition With First Rank At Jonal Level & State Laval.
* I Have Also Attend The SOUTH INDIA’S LARGEST BITA SHOW AT BARODA As Representative Of The Accounting Software TELLY ERP – 9 For The Power System InfoTech.
* We Have Also Organized the Seminar For The Accounting Software TELLY ERP – 9 At Lathi Bajar Located At Gitamandir Ahmedabad Under Guidance Of MR.ASHVIN RAVAL The Manager OF POWER SYSTEM INFOTEC AHEMEDABAD.

I Want To Serving In Your Company to Serve my Best Knowledge At My Work & Also For To Learn More About This Factor And Use That knowledge At My Duty. I Assure You That I Am Serving In Your Company With Honesty, Regularly & sincerely. And Also Assure You That The All Information Which I Girvan Above Is True.

***( Rathod Nilkanth )***