**Resume**

Email:dhaduk.reena@gmail.com

CAREER OBJECTIVE:

To explore and face challenges in the field of accounting that offers professional and

Intellectual growth and hence to achieve success, satisfaction through excellence and

Create an identity where I am.

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| --- |
| **WORK EXPERIENCE** |

* I have work experience of 4 month as data entry operator in **ADHAAN SOLUTION**.(AHMEDABAD**)**
* I have work experience of 2 month **with Aldiablos Infotech Pvt.Ltd** as Tele Sales Executive.(AHMEDABAD)
* I have more than 2 month work experience in **Starline solution Pvt.Ltd** as Relationship Manager.(AHMEDABAD)

**ACADEMIC DETAILS:**

**Post Graduation in Accounting (M.COM.)**

**Saurashtra University**

|  |  |  |
| --- | --- | --- |
| Year | **Year of passing** | **Percentage** |
| **First** | 2010 | 56.67 |
| **Second** | 2011 | 58 |

**Graduation (B.COM.)**

**College: -** G.K. & C.K**.** Arts and Commerce college, Jetpur (**Saurashtra University**)

|  |  |  |
| --- | --- | --- |
| Year | **Year of passing** | **Percentage** |
| **First** | **2003** | **54.63** |
| **Second** | **2004** | **45.28** |
| **Third** | **2005** | **59.57** |

**Senior secondary & Higher secondary Examination:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam** | **School** | **Year of Passing** | **Percentage** |
| **SSC** | **Jetalsar High School** | **2000** | **73.57%** |
| **HSC** | **Kumbhani Girls High School** | **2002** | **72.83 %** |

**Extra Skill: Tally ERP 9(Services Tax, TDS, VAT, CST, POS, TCS ...)**

**Computer Knowledge: MS Office**

##### PERSONAL PROFILE:

|  |  |
| --- | --- |
| **Full Name** | **Rina Ashokbhai Dhaduk** |
| **Contact Number** | **(M) +91 9724906600** |
| **Known Languages** | **Gujarati, Hindi, English** |
| **Nationality** | **Indian** |

**DECLARATION:**

I hereby declare that the above-mentioned information is true to the best of my Knowledge.

**Rina Dhaduk Place: Ahmedabad**