**RESUME**

**BIRVA SHAH**

Address-27/B Hari Park Soc,

Near Pavan Party Plot,

Ankur, Naranpura,

Ahmedabad-380013.

Phone: (M)7383310286

E-Mail:birvashah93@gmail.com

**OBJECTIVE:-**

A Position in Accounting & finance with responsibilities that will effectively, utilize my communication, leadership, and organization as skills, to keep adding values for the growth and success of the organization.

**STRENGTH:-**

Positive attitude and self-confidence and hard working,

**PROFESSIONAL EXPERIENCE:-**

* I have currently working in MASCOT INTERNATIONAL, - Ahmedabad as a Back Office. Duration from 26th April 2014 to 12 th March 2016.

**Job Profile**

DESIGNATION: - Back Office Executive.

* + Computer Operator

**QUALIFICATION**

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| --- | --- | --- | --- |
| **EXAM** | **BORD/UNIVERSITY** | **YEAR OF PASSING** | **PERCENTAGE** |
| S.S.C | G.S.E.B | March – 2009 | 62.00 % |
| H.S.C | G.H.S.E.B | March – 2011 | 73.00 % |
| B.Com | Gujarat University | May – 2014 | 70.00 % |
| M.COM | Gujarat University | May – 2015 | PENDING RESULT |

**COMPUTER PROFICIENCY:-**

Basic, Internet, M.S Office.

**PERSONAL DETAIL:-**

Date of Birth : 30th November 1993

Sex : Female

Nationality : Indian

Marital Status : Unmarried

Religion : Hindu

**LANGUAGE KNOWN:-**

English, Gujarati, & Hindi,

**HOBBIES:-**

Reading, Painting.

**KEY STRENGTHS:-**

* Hard Working,
* Determined and Enthusiastic,
* Good Listeners,
* Quick Decision Marker
* Understanding

Date: - Your faithfully

BIRVA SHAH