**RESUME**

# Career Objective:

To obtain co.ordinator position where I will be able to contribute my skill,knowledge and experience to an organization that will give me an opportunity to develop my Career.

# Education Qualification:

|  |  |  |  |
| --- | --- | --- | --- |
| Degree | Year of | Board / University | Percentage |
| passing |
| M.com | 2016 | S.P.UNI. | 69.00% |
|
|
| B.com | 2014 | S.P.UNI. | 58.60% |
|
|
| HSC | 2011 | GHSEB (Gujarat higher | 79.42% |
| secondary education |
| Board ) |
| SSC | 2009 | GSEB (Gujarat secondary | 70.46 % |
| education board) |

**Professional Experience**

(2017 Present) Working as a **jr**. **Accountant & Office Assistant** At **P.M.PLASTICS** Vatva Ahmedabad‐

382445

## Computer skills:

* Basic, MS Word, Power point, Internet, Excel, Tally ERP‐9, MS Office, Etc…

# Interests / Hobbies:

Reading, Watching Cricket, Travelling

# Key skill:

- Hard working.

- **Work effectively**.

- Good communication

# Strengths:

-Working smart.

-Honest

- I can involve in challenging work.

# Personal Information

|  |  |  |
| --- | --- | --- |
| **Name** | : | Ketan Kumar Sureshbhai Vankar. |
| **D.O.B.** | : | th  7 June 1994 |
| **Address** | : Nani bhagol | |
|  |  | Vankar vas, |
|  |  | Dakor-388225 |
|  |  | Ta-Thasra Dist-Kheda |
| **Contact No** | : 7201827181 | |
| **Email - ID** | : | Vankarketan17@gmail.com |

**Languages known :** Gujarati, Hindi, English

Reference :Mr.Dipak.P.Agrawal

P.M.Plastics Ahmedabad

Looking forward for favourable response on the CV and long association with your organization.

Thanking you,

Truly,

## Ketan vankar

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