**RESUME**

**Amita Barot** Contact number: +919898618085

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**Objective**

To achieve responsible position to work in a challenging & competitive environment to achieve continuous target and make a new image in today’s market .

**Educational Details**

**2010 M.B.A (Finance) Pursuing**

**Symbiosis University From Pune**

**2009 – 2012 LL.B 61.00%**

**I.M Nanavati Law College (Gujarat University)**

**2009 – 2010 PGDIFA61.00%**

**School Of Commerce (Gujarat University)**

**2006 – 2009 B.com 59.00%**

**C.U Shah Commerce College (Gujarat University)**

**2005-- 2006 12th 69.00%**

**Mohinaba kanya vidhyalaya (GHSEB)**

**2003--2004 10th 62.00%**

**Gnanyagn Vidhyavihar (GHSEB)**

**Technical Skills**

Ms-office, Ms-ward, Tally

Internet browsing

**Co-Curricular Activities**

* Participated in Rangoli Competition in school and got first Prize.
* Participated in cooking competition and got prize.

**Work Experience**

* Working as an Officer in India Infoline Finance Ltd (gold loan) from

July2011.

**Profile:**

- To handle all over branch activities.

- Team Leading.

- Maintain daily MIS.

- New Clients Acquisition.

- To keep sufficient cash in the branch for the transactions.

- Administration Activities of the branch.

**Strengths**

* Highly practical and realistic.
* Action-oriented "doers".
* Independent and determined.
* Love variety and new experiences.
* Accountability
* Good at handling any situation team leader and team player.
* Good communication skill

**Interests**

* Reading
* Travelling
* Western classical and new age music.
* Cooking

**Personal Details**

**Name :** Amita Vasantbhai Barot

**Address :** 3519, Bordivali pole, Darvaja no khancho, Shahpur , Ahmedabad -380001.

**Date of Birth :** 26 July, 1989.

**Gender :** Female

**Nationality :** Indian

**Languages Known :** English, Hindi, Gujarati

**References Available Upon Request**