KOMAL NAYAK

*CARRIER* OBJECTIVE

Intend to build career with a leading corporate of high-tech environment with committed & delicate people willing to work as a key players in challenging & creative environment.

E-mail id :- kmnayak28@gmail.com

RESUME SUMMARY

PROFESSIONAL EXPERIENCE

* COMPANY :- sumisha computer

Designation :- office assistant cum co-ordinator

Working since :- since February-2014

Base location :- ahmedabad

Area of operation :- ahmedabad

Reporting to :- manager

Country :- india

* Company :- m-akshyaa.inc

Designation :- receptionist

Working since :- december-2012 to january2014

Base location :- ahmedabad

Area of operation :- ahmedabad

Reporting to :- manager

Country :- india

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| --- | --- | --- | --- | --- | --- | --- |
| DEGREE | UNIVERSITY | | PASSINGYEAR | | PERCENTAGE | |
| S.S.C. | | G.S.E.B. | | 2005 | | 78% |
| H.S.C. | | G.H.S.E.B | | 2007 | | 72% |
| B.COM | | GUJ UNI | | 2010 | | 60% |
| M.COM  SEM-1=55%  SEM-2=59%  SEM-3=65%  SEM-4=62% | | GUJ UNI | | 2012 | | 60% |

ACADEMIC REPORT

PERSONAL DETAILS

ADDRESS :- F-1/103, Aryavilla residency,

New ranip, ahmedabad.

Date of birth :- 30th may,1990

Martial status :- married

Languages known :- English, hindi & gujarati

Ph. No. :- 9978216164,9016210400

COMPUTER KNOWLEDGE

* M.S. OFFICE
* INTERNET
* TALLY
* M.S. DOS
* ETP SOFTWARE

THANKING YOU,

KOMAL NAYAK