**CURRICULUM VITATE**

**Purvashi Dilipbhai Dangi**  Phone No: - +9033778401,

61,Sarvoday Soc,opp hdfc bank, Email id : [purvidangi@gmail.com](mailto:purvidangi@gmail.com)

Sanand-382110

**CAREER OBJECTIVE :**

To reach to honorable position by utilizing and improving managerial skills which prop the growth of an organization as well as personal.

**Self profile :**

Sense of humor, strong decision power, Knowledge, Positive Attitude, Loyalty, dedication towards my work, & respect are the values I Carry in my life.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year of Passing** | **Qualification** | **School/University** | **Specialization** | **Class** |
| 2013 | B.COM | GUJRAT UNIVERSITY | ACCOUNTING | PASS |
| 2008 | HSC | GHSEB | COMMERCE | PASS |
| 2006 | SSC | GSEB | **-** | PASS |

**PROFESSIONAL SKILLS.**

Proficient with basic of computer, MS Office and internet surfing.

**WORK EXPERIENCE**

**Currently Since October 2015 I working in a Sujal Enterprise(weir BDK Group-Industrial valves company) as a back office(**Administration) **profile.**

Handled the billing work,stock entry in excel, make a payment plan, create form-402,form-403, E-mailing process, find test certificate for valves from software.

JOB DESCRIPTION:

 Performs routine but varied duties in accordance with standard procedures

 Supports improving existing processes and documentations, helps and creates

new processes and documentations

 Performs data analysis and data comparison, prepares reporting

 Maintains records and data, prepares forms, verifies information and resolves routine problems.

Maintains outstanding report monthly in excel.

I was worked at The SATYAM DEVELOPERS LTD. Since Nov -august2014 to 2015.

Profile: - Front Desk/Administration

JOB DESCRIPTION:

Handeled the oprations like bill work, excel entry, internet work.

 Performs data analysis and data comparison, prepares reporting.

Make a purchase order,data entry work in excel.

**PERSONAL PROFILE**

FULL NAME : Purvashi Dilipbhai Dangi

DATE OF BIRTH : 18th July, 1991

GENDER : Female

MARITIAL STATUS : single

NATIONALITY : Indian

RELIGION : Hindu

HOBBIES : Reading Books, Listening Music

LANGUAGES KNOWN: Hindi, Gujrati, and English

**SELF COMPITENCIES**

Devotion towards work,

Hard Working,

Mixing nature,

Quick learner.

**DECLARATION**

I declare that the information here provide by me are to true to the best of my knowledge and behalf.

Reference By

(Purvashi D Dangi)