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| **NAME:**  **SWETA SHARMA**  **PERMANENT ADDRESS:**  MAHESH DAVE, DAIMAOND SOCIETY, GANGAMAIYA. BANGLOWS, HIGHWAY ROAD. DEESA DIST B.K,  GUJARAT.385535  **PRESENT ADDRESS:**  ALKESH M DAVE,C/4,FLAT NO 9,CHINAIBAUG SOCIETY,B/H LAW COLLAGE,LAW GARDEN.AHMEDABAD-380006.GUJARAT.    **MOBILE:**  09426469484  08347865195  **E-MAIL:**  savitamed@gmail.com    **DATE OF BIRTH**:  28/06/1983  **GENDER**:  FEMALE  **NATIONALITY**:  INDIAN MARITAL STATUS: MARRIED  **LANGUAGES KNOWN:**  English  Hindi | **RESUME**  **OBJECTIVE**  To work in an organization that will give me an opportunity to give my best services & procure required knowledge, to be contributed in the progress of the organization and harvest wide horizon of my knowledge.  **EXPERIENCE**  ASSISTANT MANAGER ( DEC 2006- JAN 2010) IN NIRMAL TRADING CO.(AHMEDABAD)    **RESPONSIBILITY**   1. Giving information to clients for their queries 2. Monitor the organization’s products and services     **ACADEMIC RECORD**   |  |  |  |  | | --- | --- | --- | --- | | Degree | **Board/ University** | **Year of Passing** | **Percentage (%)** | | S.S.C | C.B.S.E | 2000 | 64.00 | | H.S.C | C.B.S.E | 2002 | 45.00 | | B.COM | RANCHI. UNI(JHARKHAND) | 2005 | 47.50 | | M.B.A  FINANCE | I.G.N.O.U | 2013 | RESULT  AWAITING |   **OTHER QUALIFICATIONS**   1. POST GRADUATE DIPLOMA IN COMPUTER APPLICATION. 2. TALLY   **PROJECTS**  **“CUSTMERS SATISFACTION TOWARDS PUBLIC AND PVT. BANK”**  **DECLARATION**  I confirm that all the above information provided by me is true to the best of my knowledge and belief.  **DATE**  **PLACE**: Ahmedabad                                **NAME:** SWETA SHARMA |