##### CURRICULUM VITAE

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Email :jatin7979@live.com

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**Objective:**

To gain experience in the field of accounting and also utilize my skills, in order to increase productivity of organization and individual growth. Aspiring a suitable response entry level position in an organization that provide me an opportunity to prove myself and polish my skills through challenging tasks to improve myself as well as for the organization.

## Qualification: -B.Com(GRADUATE) from Saurastra university -H.S.C from GSHCB

## -BCC( IT )- From I.T.I vijapadi(GCVT)

## - Basic Electrical training from I.T.I vijapadi(GCVT)

## -House wiring from I.T.I vijapadi(GCVT)

**-Repair of home appliance from I.T.I vijapadi(GCVT)**

**Skill Set:**

-Thorough knowledge of Accounting  
-Strong analytical, problem solving, organizational ability  
-Written and communication skills,  
-Ability to deal with people diplomatically,  
-Willingness to learn.

-Accounting skill,

-Financial skill

-Marketing selling skill

- Good management skill

**Technical (IT) skills**  
  
-MS Office 2003,2007, 2010  
-Internet Savvy  
-C,C++,   
 -Modification assistant and User exits.  
 -Computer hardware: Assembling, installation of software and hardware devices, troubleshooting, etc.

**Operating system :** WindowsNT2000/XP/98/95/2003/Vista/SevenLinax,ios,vista,firfox:, MS Dos

**Tools :** MS-Office**.**

**Database :**  Oracle, MS-Access.

## Academic Project 1.Company : Ultratech Cement plant(GCW)

## Project title : Accounting

## Work profile : Accounting and making account reports with the help of seniors.

## : Handling the accounting day to day transactions

**Personal Profile:**

Name : jatin chotaliya

Father’s Name : harshadbhai

Date Of Birth : 30-07-1996

Sex : Male

Marital Status : Single

Language Known : English and Hindi & Gujrati.

Nationality : Indian

Contact no :8460344186

**Hobbies:**

* Reading Books, Electronics , & To watch TV Programs that increase my knowledge.
* Playing Cricket, Badminton.

**Declaration:**

I hereby, declare that the information furnished above is true to the best of my knowledge.

**Experianse:**

.2 years experianse in shree ram seles agency (Distributer of PARLE-G and IDEA CELLULAR)