**CURRICULUM VITAE**

**Parth Devendrabhai Solanki**

B-65 Karmvir nagar-1.

New Bilodra, Nadiad.

Di- Kheda.Gujarat

Mobile : 9737565556, 9773005452

**E-mail: parthsolanki2712@gmail.com**

**OBJECTIVE**

A high-impact position that will utilize my excellent managerial and organisational skills proactively to the growth of the organization.

**SKILL SUMMARY**

Excellent managerial and organization skill

Proactive, Self-Motivated, Ambitious, Responsible person, Positive Attitude

Professional approach to all tasks undertaken.

Quick to learn new skills and multi-tasking ability

Ability to work for longer hours to ensure end results by Positive attitude

capability to take independent decision by judging multiple priorities

**PERSONAL DETAIL**

Name : Parth Devendrabhai Solanki

Sex : Male

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Year of passing** | **Percentage** | **School/Institute** | **University/ Board** |
| B.A  (Economics) | 2020 | 55.60% | Akhilesh Patel Arts Colloge | S. P. University |
| H.S.C. | March 2010 | 48.28% | New English School | G.H.S.E.B. |
| ITI | July-2007 | 95% | Gujarat Council Vocational Training Gandhinagar | GTU |

Date of Birth : 27th December, 1987

Nationality : Indian

Language Known : English, Gujarati, Hindi

**CURRICULAM DETAIL**

M.S. Word , Excel, Internet

**Computer Literacy**

**Professional Experience**

**Amar Car Pvt ltd**

**(Anand, Gujarat)**

As Admin Executive.

(Joining 2 October 2019 To till Running)

* **My Responsibility**
* General Administration
* House keeping
* Handling Branches facility
* Stoke management
* Venders

**Doshion water solutions pvt. Ltd .**

**Vatva, Ahmedabad, Gujarat, India**

AS Executive Admin.

( joining 10 September 2013 To 10 may 2019 )

* **My responsibility**
* Facilities
* House keeping
* General Administration
* Canteen
* General maintenance
* Security
* Vendors
* Stock & Stationery
* Patty cash
* Event like office/picnic
* Co-ordination with HR team.
* **Tata Autocomp system ltd.**

As a Admin Executive

**( from 6 march 2012 to 7 july 2013 )**

* **My responsibility**
* House keeping
* General Administration
* Canteen
* General maintenance
* Security
* Vendors
* Stock & Stationery
* Patty cash
* Event like office/picnic
* Inventory.
* Stoke maintain.

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I confirm that the information, which has been provided by me in this application form, is the true and correct in all respects and no material fact or facts have been omitted or concealed.

Date:

Place:Nadiad Parth Solanki