

# RONAK MEHTA

kandivali  
ron.ak36@hotmail.com  
7021549676

## WORK EXPERIENCE

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### management & field sales

**Ronak corporation** - Mumbai, Maharashtra  
December 2017 to November 2019

## EDUCATION

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### bachelors in accounts & finance

## SKILLS / IT SKILLS

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- MS OFFICE
- WINDOWS 7
- WINDOWS XP
- Tally
- LINUX

## ADDITIONAL INFORMATION

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### SKILLS / IT SKILLS

Prompt with windows XP, windows 7 & Linux, prompt with Ms office, Prompt with TALLY 9.0, prompt with new technologies., Good communication skills. (2 years)

### STRENGTHS

- Positive attitude
- Flexibility and Adapatability to Situations
- Confidence
- Good Influencing and Communication Skills
- Analytical Skills
- Proficient in computer- Microsoft word, Microsoft Excel, Microsoft Power Point.