

PALAK NILESH JETHALIYA

Respected Sir / Madam,

I am pleased to enclose herewith my CV for the suitable position in your esteemed organization. I assure that my skills and knowledge would make great contributions to the organization.

Seeking forward for your positive reply.

With Regards,

PALAK NILESH JETHALIYA

**H.N - 8, Navratna Society,
Shanti Nagar, Old Wadaj
Ahmedabad – 380013.
Gujarat, India.
Mobile: +91-9408914290
E-mail: palakshah802@gmail.com**

PALAK NILESH JETHALIYA

Curriculum Vitae

CAREER OBJECTIVE:

To pursue my career in field of Accountancy where I can use my professional and personal skills to give the best to the organization which involves continuous learning, creativity and simulates ideas with respect to innovation and latest trends.

PROFESSIONAL AND EDUCATION QUALIFICATION:

Qualification	Institute/ University/Board	Level	Marks Obtained	Max. Marks	%	Year
Post Graduation (M.Com)	M.S University	<i>M.com</i>	<i>960</i>	<i>1600</i>	<i>60.00</i>	<i>April-2020</i>
Graduation (B.Com)	M.S University	Cleared with 5.98 SGPA (Semester Grade Point Average) (April 2017)				
H.S.C	G.S.H.S. E.B.	<i>12th</i>	<i>506</i>	<i>750</i>	<i>67.46</i>	<i>March- 2014</i>
S.S.C	G.S.E.B	<i>10th</i>	<i>352</i>	<i>500</i>	<i>70.40</i>	<i>March- 2012</i>

COMPUTER SKILL & OTHERS:

- Having Working knowledge of Microsoft office (MS Word, MS Excel)
- Having knowledge of Accounting package of Tally ERP.

WORK EXPERIENCE:

1. Current Working Place : - Enbee Education Centre Private Limited (EEC)
Memnagar Branch, Ahmedabad
- Designation : - **Front desk Executive**
- Since : - November-2021 to Till date

Key Working Area Includes:

1. Handling front desk receipt book.
2. Managing cash of front desk and depositing cash in the bank.
3. Attending students and processing for enrollment.
4. IELTS counseling providing to students.
5. Managing day to day petty cash.

KEY STRENGTHS:

- Ability to prioritize
- Detail-Oriented, Punctual & Self Motivated
- Positive Attitude and Belief in Acceptability
- Curiosity and Eagerness to learn

PERSONAL INFORMATION:

Date of Birth	08 th November, 1996
Marital Status	Married
Languages Known	English, Hindi , Gujarati & Marwadi
Hobbies	Travelling

REFERENCES:

Available on request.

DECLARATION:

I hereby declare that the particulars furnished above are true, correct and complete to the best of my knowledge and belief, and I bear the responsibility for the correctness of the above mentioned particulars.

Place: Ahmedabad

(PALAK JETHALIYA)