

JAHANVI M KARELIYA

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Carrier Objective:

I want to see myself at the position in which I can use my skill and I can give my best performance.

To bulid my carrier with my skill and organization development.

Personal Details:

Date of birth : 25th November 1998

Gender : Female

Hobby : Listening Song

Languages Known : Gujarati , Hindi , English

Nationality : Indian

Marital Status : Married

Address : "Mangalam" 12 Gundawadi Near soniwadi Rajkot - 360002

Academic Qualification :

COURSE	UNIVERSITY/BOARD	YEARS	PERSENTAGE
B.COM	SAURASTRA UNIVERSITY	2020	58%
HSC	GHSEB	2016	59%
SSC	GSEB	2014	65%

Work Experience :

Sr.no.	Company name	Post	Year/Month
1	Prathm imaging centre	Receptinist	1.5year
2	Adhiya accountant	Back office	6 month
3	Nehal Mosaic Tiles	Accountant Assistant	1.7 Year
4	Orbit fasteners	Accountant Assistant	10 Months

Computer skills:

- MS OFICE (Basic fundamental)□
- CCC(Certifid course on computer concepts)□
- TALLY (accounting)□
- MIRACLE
- KUBER

Key skills:

- Communication skills□
- Positive attitude□
- Hard working□
- Presentation skill□
- Behavioral skill□

Declaration:

I do hereby declare that the information and facts stated above are correct and true to the best of my knowledge.

Yours Sincerely
Jahanvi Makavana