

Contact

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 📍 122-Desai Nagar Society,Tarsali
 Vadodara, Gujarat

Skills

communication	100%
leadership	100%

Language

- Hindi
- English
- Gujarati

Interests

- painting
- cooking
- traveling

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- **SP Laser** 1/08/2019-31/01/2021
 ACCOUNTANT
 assistant with quarterly audit preparation and closing reports.
 reviewed all tax returns prepared by individual companies before approval.
 manage Tally, invoices and quotations.
 analyse cost and revenues to project future trends.
- **Engage Business Service Private Limited** 12/2021-05/2022
 CSR
 worked as a catering brand ambassador for California company

Education

- **Maharaja sayajirao University** 2019
 57.5 %
 B.com
- **Gujarat secondary and higher secondary education board** 2016
 57.55 %
 Higher secondary
- **Gujarat secondary and higher secondary education board** 2014
 85.74 %
 Secondary

strengths

- Self- Motivated and Responsible.

Teamwork.

Establishes mutual respect and trust in dealing with others.

Self committed & self disciplined.

Leadership Skill.

Determined to Success.

I have come to know through some reliable sources that you have a vacancy for any post in your renowned organization.

Since I meet all the required qualifications and experience conditions, I wish to offer my candidature for the same and supply hereunder my details relevant to the job.

Based on the above, I feel quite confident in shouldering a higher responsibility at your company of course; this has to be fairly judge at your end, naturally I leave this task for your kind discretion.

Keeping in view the above, I would very earnestly request your good self-tom kindly call me for interview. I assure you sir, if I am given an opportunity to work with you, I shall leave no stone unturned and you are rest assure that sincerely, honestly and with unshaken integrity to bring fabulous growth to the company.

Rakhi.Gaur