**Khyati Raval**

Ph: (M) 08380989039 Email: [pkhyati144@gmail.com](mailto:pkhyati144@gmail.com)

|  |
| --- |
| **CAREER OBJECTIVE :** |

Seeking a mutually rewarding career that utilizes my skills in your organization and proves as myself best.

To utilize my skills coupled with sound managing knowledge towards a challenging career in growth oriented and leading edge organization that recognizes and values individual contribution and which will provide opportunities for contributing to growth and advancement.

|  |
| --- |
| **ACADEMIC DETAILS :** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Institute / School** | **University / Board** | **Year of Passing** | **Result (%)** |
| M.A (English) | Dr. Shubhash Mahila Arts & Commerc college, Junagadh | Saurashtra University | Apr 2011 | 44% |
| P.G.D.C.A | P.K.M college, Junagadh | Saurashtra University | Apr 2010 | 61% |
| Diploma in Computer Science | DevKishan Computer Centre, Junagadh | Saurashtra University | May 2007 | 53% |
| B.A (English) | Dr. Shubhash Mahila Arts & Commerc college, Junagadh | Saurashtra University | Mar 2006 | 43% |
| GCC Typing Exam | -NA- | Gujarat Secondary Education Board | Oct 2001 | 73% (40 WPM) |
| HSC | Majivraj Girls High School, Bhavnagar | Gujarat Secondary Education Board | Mar 2003 | 58% |
| SSC | Majivraj Girls High School, Bhavnagar | Gujarat Secondary Education Board | Oct 2001 | 61% |

|  |
| --- |
| **EXPERINCE :** |

1. **Vodafone Service Centre, Junagadh**

**Organization** **:** Vyas services

**Designation** **:** Computer Operator

**Duration**  **:** 13 months

1. **Novelty Furniture, Junagadh**

**Organization** **:** Novelty furniture

**Designation**  **:** Tally Accountant

**Duration**  **:** 6 months

1. **Eklavya Public School, Junagadh**

**Organization** **:** Eklavya Public School, Junagadh

**Desiganation** **:** Receptionist

**Duration** **:** 14 months

|  |
| --- |
| **STRENGTH :** |

* Smart , Energetic & Confident
* Excellent Communication Skill
* Hard & Smart Worker
* Dedication and commitment towards work and career

|  |
| --- |
| **PERSONAL DETAIL:** |

|  |  |
| --- | --- |
| **Name** | Khyati Prakash Raval |
| **Address** | Callisto society , A-204 , Nr Pumpkin school, Nr Pink City, Wakad, Pune |
| **Gender** | Female |
| **Date of Birth** | August 1, 1985 |
| **Email ID** | [Pkhyati144@gmail.com](mailto:Pkhyati144@gmail.com) |
| **Phone** | 08380989039 |
| **Language Known** | English,Hindi,Gujarati |
| **Hobbies** | Reading , Surfing, Listening Music, Watching Movies |