

RESUME LETTER

**NIGAM MAJETHEYA
NEW RAWALWADI
VALRAM NAGAR
PARTH BUNGLOW-2
PLOT NO-9
BHUJ-KUTCH
GUJRAT-370001**

**E-mail:- thackernigam@rocketmail.com
MOB-922811122**

EDUCATIONAL QUALIFICATION

- Bachelor of Business Administration (B.B.A)
- Diploma in Financial Accounting

COMPUTER KNOWLEDGE

- Microsoft Packages : Windows all Versions , Microsoft Office (Word, Excel, PowerPoint)
- Other Package : Tally.ERP (Accounting Package)

WORKING EXPERIANCE

Organization: SAHARA GROUP OF COMPANY

Position: FIELD WORKER

Experience: 5 YEARS

Organization: RAJKOT COMMUNICATION (INTERNATIONAL B.P.O)

Position: JUNIOR SALES ADVISOR.

Experience: JUNE 2011 to MAY 2012

Organization: JK EDUCATION

Profile Description: MARKETING MANAGER.

Organization: TATA TELESERVICES LIMITED

Profile Description: STORE INCHARGE

EXPERIENCE: 3 YEARS

PERSONAL INFORMATION

Date of Birth: NOV 25, 1992

PERMANENT ADDRESS-NEW RAWALWADI

Gender: MALE

Languages Known: English, Hindi, and GUJRATI.

Hobbies: CRICKET, Travelling, Trekking, Music and All Good Things

Declaration

I hereby declare that all the particulars furnished above are true to the best of my knowledge and belief.

NIGAM MAJETHEYA
BHUJ-KUTCH.

Sir/Madam,

I Am Studying in Shridhar University Having B.B.A BRANCH presently working as in the Sahara group of company Pvt. Ltd.

My tenure with this firm given me an excellent insight of internal control system in financial operations. My work experience helped me to hone up communication skills, also fueled my leadership qualities and most importantly built up the attitude that would work in all kinds of environment. I believe that this experience together with my academic qualification would be in sync with your current requirements.

Integrity, dedication and hard work are my core values, not any role model but I am simply practical.

I am doing well in my current assignments, yet would opt for any opportunity that would enhance my career realms.

I have taken the liberty of attaching my current CV, which will give you a reasonable view of my background and achievements to date. I sincerely hope that you feel an exploratory meeting will be of mutual benefit and I therefore look forward to receiving your positive response in due course.

Thanking You,

Yours Faithfully,

NIGAM MAJETHEYA