

# PARTH ITALIYA

[linkedin.com/in/italiyaparth](https://www.linkedin.com/in/italiyaparth) | [github.com/italiyaparth/work](https://github.com/italiyaparth/work)

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## SKILLS

- Microsoft Excel (Advance) – Power Query, Power Pivot

## EXPERIENCE

### Back Office Executive

*Currently Working Here*

*Small (Mutual Fund Products) Organization, Surat*

- Using VBA code and chatGPT, automated my daily excel work therefore increasing productivity by **75%**. ( *sample file project 01* - [github.com/italiyaparth/work](https://github.com/italiyaparth/work) )
- Provided "Valuation Reports of Mutual Funds" for the clients (We have 12000+ clients), either in PDF or PRINT format.

### MIS Executive

**3 years**

*Small (E-commerce Textile Products) Organization, Surat*

- Managed stock inventory on Tally software.
- Data Entry of Purchase, Sales, Bank Transaction, .etc done on Tally software.
- Created monthly excel reports for Total Sales, Total Return Ratio, etc.

## EDUCATION

Bachelor of Science – Mathematics (2018)

*M. K. Bhavnagar University, Bhavnagar, Gujarat*