PARTH ITALIYA

linkedin.com/in/italiyaparth | github.com/italiyaparth/work

7069384441 | parthitaliya15@gmail.com | Varachha, Surat

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)*
- Providing "Valuation Reports of Mutual Funds" for the 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