

PARTH ITALIYA

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

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SKILLS

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

EXPERIENCE

Back Office Executive

Currently Working Here

SUN INVESTMENT - Mutual Fund Products

- 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

NEXT GARMENT - E-commerce Textile Products

- 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