**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*