

Rahul P. Prajapati

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Nr. Shriji Dairy,
Opp. Last Bus Stop,
Thaltej village,
Ahmedabad-380059
GUJARAT, INDIA.

PROFILE

Able to use own initiative and work as part of a team. Proven leadership skills, including managing and motivating other staff to achieve Company objectives. Ability to superiority, meet operational deadlines in a demanding fast-paced environment.

Educational Qualification

2018 **GU (GUJARAT UNIVERSITY)**

B. Com.

- Grade: Two
- Marks – 60.00%

Apr-2015 **Solaris Public SCHOOL, Navarangpura**

H.S.C (12th Standard) – Higher Secondary Education Board (H.S.E.B.)

- Grade: Two
- Marks – 58.09%

Mar-2013 **Democratic High School, Thaltej**

S.S.C. (10th Standard) – Gujarat Secondary Education Board (G.S.E.B.)

- Grade: One
- Marks – 50.00%

ADDITIONAL EDUCATION

July-2013 **KRISHANA COMPUTER CENTER (I.T.I), Satadhar cross road, Ahmedabad**

Microsoft office Course (CCC)

- Grade: One
- Marks – A

PROFESSIONAL EXPERIENCE

September 2019 – Present **Paras Healthcare**

- Preparing all estimation on Daily Basis.
- Daily and Monthly Reconciliation All Data and Bill enter in software.

July 2018 **-Thea Technologies Pvt.Ltd**
Makarba, Ahmedabad

COMPUTER SKILLS

Diploma in Application (DCA)

- Operating Systems : Windows 97, 98, 2000, Windows 2003 XP, 2007.SAP.
- Proficiency : Tally, MS Word, MS Excel, MS Power Point, Internet and e-mail, Outlook.
- Work Efficiency : Formatting, Data Processing, MIS, Editing.

PERSONAL DETAILS

- Full Name : Prajapati Rahul Prahladbhai
- Date of Birth : 28 November 1997
- Marital Status : Unmarried
- Languages : Gujarati, Hindi, English
- Hobbies : Music, Cricket, and Traveling
- Nationality : Indian
- Religion : Hindu

PERSONAL QUALITIES & MOTIVATION

I am smart working Young man capable of working individually as well as in-group. I am very confident about one thing that whatever I do, do in the best possible way. I put in sincere efforts and try to fulfill the duties assigned to me.

Thanking you in anticipation of a prompt and positive response.

Yours truly,
Rahul Prajapati