

# Palak Vijayvergiya

## ACCOUNT EXECUTIVE

### CAREER OBJECTIVE

To work in an organization which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organization. Looking for opportunities to incorporate my skills and training to help the company grow.

### WORK EXPERIENCE DETAILS

#### Fincap Research Company

BUSINESS ANALYST & ACCOUNTANT 3 Months

Worked as a Business Analyst learned and performed market movement and capitalization.

#### Disha

HR EXECUTIVE & ACCOUNTANT 3 Months

Worked as a Recruitment Executive, also look after accounting and maintain documentation.

### SKILLS

Accounting, Banking, Good Listener & Interpersonal Skills, Team Personnel

### COMPUTER KNOWLEDGE

MS Office, Excel, Power Point, Tally

### HOBBIES

Music  
Reading  
Dancing

### CONTACTS

📍 202, Ayodhya Apartment,  
Geeta Bhawan, Indore (MP)

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### EDUCATION DETAILS

#### X

MP Board  
2015 complete | 64%

#### XII

MP Board  
2017 complete | 60%

#### BBA

SVP University Balaghat  
2017 complete | 60%