

ABOUT ME

I AM BACHLOR OF COMMERCE STUDENT. I CONSIDER MY SELF A RESPONSIBLE AND ORDERLY PERSON. I AM LOOKING FORWARD FOR MY SECOND WORK EXPERIENCE.

CONTACT

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Rajkot, Gujarat, India



EDUCATION

SAURASHTRA UNIVERSITY
(B.COM - RUNNING)

MANAN CHOTALIYA

B.COM

D.O.B.: 01/10/2005

OBJECTIVE

To work in an organization that provides me an opportunity to work in a challenging, Team Oriented Environment where I can apply my knowledge and at the same time learn and enhance my skills.

COMPUTER PROFECIENCY

Basic Knowledge of Computer such as Ms-Word, Ms-Excel, Power Point, **Tally ERP 9**, **Miracle**, **Tally Prime**, Gujarati typing, English typing.

LANGUAGE LITERACY

LANGUAGES	WRITING	READING	SPEAKING
Gujarati	Excellent	Excellent	Excellent
Hindi	Excellent	Excellent	Excellent
English	Good	Good	Good

SKILLS

- TALLY PRIME, MIRACLE
- Microsoft office, Communication
- Professionalism&Strong Work Ethic.

WORK EXPERIECE

- | | | |
|---------------------|--------------------|----------|
| i) As a Cashier | Vikas Pharmacy | 7 Months |
| ii)As An Accountant | Ranpara Associates | 1 Year |

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,
MANAN CHOTALIYA

