

## 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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### LINKEDIN ID

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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

