

CURRICULUM VITAE

Mr.Tejash G Halani

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Career Objective

- To work with a Reputed Organization that stimulates learning through work and offers my best services to grow with the organization.
- To work in a friendly environment with high involvement and creativity.
- To become an Innovative, Efficient, Trustworthy & a Reliable Person in my work place & to pursue a bright career in Organization.
- To work in an organization where contribution is encouraged and appreciated.
- To Work In a Professional And Challenging Environment Which Would Give Me Ample Opportunity To Enhance My Skills And Where I Can Contribute My Skills For The Growth Of Organization.

Academic Qualification

Qualification	University/Board	Passing year
H.S.C	Gujarat State Examination Board	Mar 2008
B.com	Gujarat University	June 2011
M.com running	Gujarat University	---

Proficiency Computer:-

- Microsoft Office
- Tally

Strengths:-

- Self Confidence, Positive Attitude
- Good Communication Skills
- Energetic, enthusiastic, hard working, self motivated
- Good Grasping Capacity, Self Starter

Working Experience

I am currently working at Manoj & Co Trading Pvt Ltd since 3rd May 2016. And I had worked at Malay J Dala (Vodafone) as a Mehta Ceramic as a Telly Operator.

Malay J Dalal(work for Vodafone)

August 2009 To February 2011

Designation – Customer Service Associate

Job Profile-

-Resolve the client's queries and suggested new idea about products.

MEHTA CERAMIC

FEB 2014 To APRIL 2016

Designation- AS A ACCOUNTANT AND RETAIL SALES

Manoj & Co Trading Pvt Ltd

May 2016 To Present

Designation- As A Sales executive

Job profile-

-Builds Business By Identifying and Selling
Prospects; Maintaining Relationships With Clients.

Personal details

DATE OF BIRTH	:	1st Aril,1991
SEX	:	MALE.
HOBBY	:	READING, MUSIC,CRICKET &FOOTBALL.
LANGUAGES KNOWN	:	ENGLISH, HINDI, GUJARATI.

NATIONALITY : INDIAN.

MARITAL STATUS : UNMARRIED.

Yours Truly,
Tejash G Halani