

CURRICULUM VITAE

Amitkumar Mukeshkumar Prajapati

(Master of Business Administration)

(Indu Management Institute) Vadodara

Home Town: Katakpur, prajapati mahollo, Khambhat - 388620, Anand

Current Address: B-12, Laxmikunj Society, Subhanpura - 390007, Vadodara

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OBJECTIVE

- To work for growth of the organization and in turn enhance my knowledge and skills, leading to my personal growth.

EDUCATION / QUALIFICATION

Class/ Course	Name of Institute	Board/ University	Year of passing	% of marks/ Grade
MBA (Finance)	Indu Management Institute (Baroda)	G.T.U. Ahmedabad	May 2019	7.09 CPI
BBA (Gen)	Anand Institute of Business Studies (Anand)	S.P.U. V.V. Nagar	March 2017	5.98 CPI
HSC/12 th	Shree Madhavlal Shah High School (Khambhat)	G.S.E.B. Gandhinagar	March 2014	63.56%
SSC/10 th	Shree Madhavlal Shah High School (Khambhat)	G.S.E.B. Gandhinagar	March 2012	58.45%

TRAINING / INTERNSHIP

- ❖ One month internship in **The Baroda Central Co-operative Bank Ltd**, Baroda.
- ❖ One month internship in **Pharmanza Pvt Ltd**, Khambhat.

EXPERIENCE

- ❖ One year and Four months experience in **American Infosource Solution Pvt Ltd**, Vadodara as **Financial Analyst**.
From 03 June 2019 to 20 Sept 2020.
- ❖ Eight months experience in **Zephyr Synthesis Pvt Ltd**, Khambhat as **Marketing Executive**.
From 15 Oct 2020 to 17 June 2021.
- ❖ Seven months experience in **Octant Pizza**, Vadodara as **Account Executive**.
From 03 Jan 2022 to 03 Aug 2022.
- ❖ Current working in **Sundaram Finance Ltd**, Vadodara as **Cashier - Back office**.
From 22 August 2022 to till date.

PERSONAL SKILLS

- Confident in work with positive attitude.
- Good communication skill.
- Willing to learn and adept to new challenges.
- Good manpower handling skills.
- Good coordination & interaction.
- Active listening
- Customer relationship management
- Multitasking
- Organizing and maintaining records, files, and database.

COMPUTER SKILLS

- Tally prime, ERP 9
- Excel, WordPad, PowerPoint
- Internet Surfing
- E-mail

PERSONAL INFORMATION

- ❖ **Date of birth** :- 30 September, 1996
- ❖ **Gender** :- Male
- ❖ **Marital status**:- Single
- ❖ **Language known**:- Gujarati, Hindi, English
- ❖ **Nationality**:- Indian
- ❖ **Hobbies**:- Playing cricket, Badminton, Music