

Resume

1. **Name of Applicant:** Sanghavi Deena Jitendrabhai
2. **Postal Address:**
Naman Hight,
C-604, Near kapurai chokadi,
Vadodara – 390004
3. **Date of Birth:** 13 /02/1986
4. **Marital Status:** Married
5. **Email ID :-** pdpancholidena@gmail.com
6. **Contact No:-** 9601551304
7. **Educational Qualification:**

Sr. No.	Examination	Name of Board/Institute	Year of Passing	Percentage
1	HSC	GSEB, Gandhinagar	2003	68.33
2	B.Com	VNSG University, Surat	2006	64.11
3	M.Com	VNSG University, Surat	2008	64.08
4	B.ed	VNSG University, Surat	2010	74.00

8. **Knowledge of computer skills.**

Sr. No.	Name of Examination / Certificate/ Course / Degree	Name of Board/Institute	Year of Passing	Percentage / Grade
1	CCC	AICE (Rajpipla)	2013	70.00 (A-Grade)
2	Financial Accounting System	ITI-Ankleshwar	2003	55.00
3	Computersing Accounting	M.K.college of Commerce Bharuch	2006	A Grade
4	Front Office Managment	M.K.college of Commerce Bharuch	2006	A Grade

9. Experience:

Sr. No	Time period from date _____ to _____	Exact period of experience (Year/Month/days)	Designation	Name & Address of Employer
1	18 Feb 2007 to 24 Jan-2008	11 month 6 days	Sales Expectative	Dr.Web G-3, Sree Narmada Arcade, Ankleshwar
2	20 April 2010 to 20 June 2011	1 Year 2Months	Accountant	District Watershed Development Unit,Narmada, Old Distrcit Panchayat, Rajpipla
3	1 April 2012 to 28 Feb-2013	10 months 27 days	Senior Project Associate	Jilla Seva Sadan, Collector Office, Narmada (Rajpoipla)
4	20 April 2013 to 31 May 2015	2 Years 1 months 11 days	Accountant	District Watershed Development Unit, Narmada, Old Distrcit Panchayat, Rajpipla
5	4 june 2015 to 15 May 2023	8 Years	Account Assistants	District Rural Development Agency Narmada, Distrcit Panchayat, Rajpipla (Narmada)
6	19 May 2023 to till date	5 Month	Accountant	District Women and Child Office, Collector Office, Rajpipla (Narmada)

10. Languages Known.

Sr. No.	Name of Languages	Proficiency		
		Speak	Read	Write
1	Gujarati	Yes	Yes	Yes
2	Hindi	Yes	Yes	Yes
3	English	-	Yes	Yes

11. Details of Special Achievements

1. I had Successfully conduct training in “ Record & Account keeping”
2. I had Successfully conduct training in “ Document and case writing:

Place: **Vadodara**

D.J.Sanghavi.

Signature of Applicant with Contact No.
9601551304