

**Personal**

21 yrs. born on 15<sup>th</sup> Oct. '98

son of Pramod Raut

Hindu speaking "Hindi<English<Gujarati< "

**Education**

B. Com. (recently appeared for exam) from "Govt. College Daman affiliated with VNSGU Surat"

having principle subject Advance Accounting & Auditing

12<sup>th</sup> in 2016 - 15 with 77.87% Commerce from "SVD Daman "

10<sup>th</sup> in 2014 - 15 with 70.33% from "GHS (E/M) Daman "

6 months Tally Expert Course from "MJ Corporation Daman"

**Interest**

Gardening, drawing & painting, religious books

**Career History**

Currently working at Hotel Gurukripa & Sovereign, Daman as

- Asst. at Accounts & Finance Dept. (since 2017 to till date)

1 yrs at Hotel Gurukripa & Sovereign, Daman as

- Front Office Associate (6 Months)

2 yrs at Hotel Gurukripa, Daman as

- Asst. Barman at Bar & Restaurant Dept. (2016-17)

2 yrs at Hotel Gurukripa, Daman as

- Utility boy at Bar & Restaurant Dept. (2013-16)

**Areas of Expertise**

ERP 9 (tally),

Desktop publishing (Corel draw, Photoshop)

Microsoft Office proficiency

Basic computer knowledge

Commercial use of Internet

Filling of Tax Return (Income Tax)

**Awards & Achievements**

1<sup>st</sup> rank in HSC Commerce 2016-17 at UT level (Daman & Diu District).

Winner of more than 30 plus drawing & painting competition

Comprises of State, District & Inter-school level.

**Professional Commitment**

Speed in learning and work

Cost effective & cost reducing

Co-operation with team and the system

Challenge to deliver at the right time

A will for Extra Effort to work

Consistency in work

Less absenteeism

**Personal Commitment**

Responsible in all aspects

Follower of Good Karma

Positive and Confidence

Tolerance and Understanding

Learning is growing

Accept Mistakes if it is wrong

Either zero or hundred percent

No bad habits

**Contact**

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