

CURRICULAM – VITAE

Hemaxi Madhusudan Panwala

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Career Objective

To associate with progressive organization which will assist me to fulfill my goals and will give me chance to apply my skills and help me to improve my knowledge.

Academic Background

Degree/Course	Board/ University	Year	Percentage
MCA	Sikkim Manipal University	2014	"C" Grade
B.Sc. Computer Science	VNSGU	2012	66%
H.S.C	G.H.S.E.B	2009	67%
S.S.C	G.S.E.B	2007	78%

Experience

Designation	Organization	Tenure	Title and brief description
Executive - 1	Shriram City Union Finance Ltd	November-2012 to October 2013	To Work Data Entry with ERP System, Back Office Work & Co - Coordinating with other Branches.
EDP Incharge	Dream Honda – Silvassa Car Showroom	July – 2015 to January - 2016	To work Data Entry with their ERP System, Job Card Entry, Maintain Records in Excels, Back Office Work.
Computer Operator	President Engineering Pvt Ltd	February- 2016 to February-2018	To work with ERP System in Planning Department.
Operation Assistant	SRIT India Pvt Ltd	March - 2018 to March -2019	Work On Project of E-Office (DNH) in Government Secretariat NIC Office, Silvassa. 1. Studied Organization Structure and Hierarchy 2. Studied User and Organization Relations 3. Implemented Organization and User Hierarchy in

			E-office. 4. Provided Software support for E-office 5. Managed user in E-office system 6. Solved user Queries/Issues 7. Provided training end users of E-office.
Operation Assistant	Broadcast Engineering Consultants India Limited (BECIL)	March 2019 to till Date	Work On Project of E-Office (DNH) in Government Secretariat NIC Office, Silvassa. 1. Studied Organization Structure and Hierarchy 2. Studied User and Organization Relations 3. Implemented Organization and User Hierarchy in E-office. 4. Provided Software support for E-office 5. Managed user in E-office system 6. Solved user Queries/Issues 7. Provided training end users of E-office.

Computer / Technical Knowledge

- C Language, C++ ,HTML, ASP.net, VB.net, MS-Access, MYSQL
- MS-office Word, Excel, PowerPoint, Access etc.

Key Skills

- Flexibility to work in any Environment.
- Good Communication Skills.
- Good team player and can work in a team.
- Accept responsibility of any task allotted to be completed.

Personal Vitae

Address : Tirupati Residency wing B2-103, Near Balaji Temple, Amli , Silvassa-396230
Date of Birth : 31st Oct 1991
Gender : Female
Marital Status : Unmarried
Language Known : English, Hindi, Gujarati
Nationality : Indian
Hobbies : Reading, Painting, Net Surfing

Declaration

I hereby declare that the information provided above is true to the best of my knowledge and belief. I assure you to work most sincerely and remain integrated to the work.

Yours Truly
(Hemaxi Panwala)

