RESUME

REENA M.PANCHAL

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**OBJECTIVES:**

Highly motivated, committed and result oriented professional. Work efficiently on an independent basis as well as part of a team effort. Superior working skill with client, colleague and senior management.

**PERSONAL DETAILS**:

Nationality : Indian

Region : Hindu

Date of birth : 25th August, 1985

Martial Status : Single

Father’s Name : Manubhai D.Panchal

Hobbies : Traveling, listening music,

**Address for Communication:**

506/A Sai Charan Hsg Co-Op Society,

Teligali Sai wadi, Andheri (East)

Mumbai: - 400 069.

**EDUCATIONAL QUALIFICATIONS:**

\*Passed Higher Secondary (Graduate)

\*Commerce Form the University

**ADDITIONAL SKILLS:**

\* Done a Diploma in Computerized Accounts

\* Master in Diploma in Business Accounts

\* Master Diploma in Tax Management

\* Diploma Done In Office Automation

\* Certificate of Merit in Desk Top Publishing

\* Certificate of Merit in Special Effects-Graphics

\* Certificate of Merit in Animation

\* Linguistic Proficiency in English, Hindi, Gujarati and Marathi.

**PROFESSIONAL EXPERIENCE**:

**1. Done Job in Compuage Infocom Limited Last 4 Years**

**2. As Account Executives and Logistics Executives**

**3. Handling all type of payment related work and purchase and sales bill**

**4. And as Logistics Executives handling all type of material to dispatch with the waybill that is permit Form which location the material which we are sending all type of waybill are know very well**

**5 Even that much Administration work also know very well handling all type of administration very well**

**6. Done job in Laqshya institute for 3 months in Admin as Counselling**

**7. Reception Job also dine is Compuage infocom limited**

**Total I have 12 year experience job**

**Currently I am working in CA Firm since 3 years in Goregaon (East)**

**My Last Total CTC 1,32000/-**

**In hand I am getting 11,000/-**

**Currently I am expected something around 15,000 to 20,000/-**

**My Values & Strength:**

\* Fully Understand the Value Of Times

\* Respect for All Individual

\* Integrity and Sincerity

**About My Self:**

\*I Am A Self-Motivated Person, Always Seeking Challenges And Goals, Enjoy Meeting People And Learning More About Different Cultures. Listening to Music and Painting If I Do Have Balance Time on Hand

**EXTRA CURRICULAR:**

Active member of local youth community celebrating on going festivals in harmony

**REFRENCES:**

Available on request