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| PRIYANKA RATANCHANDANI  Bodakdev, Ahmedabad · 8734083865  ratanchandanipriyanka@gmail.com |
| Seeking a responsible position in a company where I can learn accounting traits used in the real world and develop my communication skills |

# Experience

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| Jan 2018 – FEB 2018Receptionist, Bhagwati Cooking Classes Handling accounts, cash department and customers’ inquiries. |

# Education

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| June 2019Bachelors of commerce, New L.J Commerce College |
| MARCH 216H.S.C, H.B.Kapadia School |

# Skills

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| * Self-motivated. * Excellent time management abilities and always punctual. | * Active listening skills to follow instructions precisely. * Eager to learn. |

# COURSES

* Tally ERP-9 Basic from C-DAC Ahmedabad.
* Improving Reading and Retention Speed from AMA Ahmedabad.
* Good manners and etiquettes from AMA Ahmedabad.

# ACTIVITIES

I like reading newspapers daily. My hobbies are playing badminton and cooking.