



# RINKU HARIYANI

6355359445

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Gokul Nagar, Jamnagar

## EDUCATION

### Bachelor of Commerce Saurashtra University

2020 – 2023

### SSC

#### SD Goriya High school

2018

### HSC

#### SD Goriya High school

2020

## SKILLS

- Management Skills
- Self Confidence
- Positive Attitude
- Good Communication Skills

## LANGUAGE

- Gujarati
- Hindi
- English

## PROFILE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## WORK EXPERIENCE

### Jay Mataji Agency (Finance)

2022-2023

Tele Caller

### Hope International, Dared, Jamnagar

2023 - 2024

Accountant cum Admin Officer

### Shree Samarth Switchgear & Transmission Pvt Ltd.

2024-2025

Dec 2024- continuing

Receptionist

(6 month)

## COURSES

- CCC
- Tally ERP9 with GST
- Tally Prime with GST