



RINKU HARIYANI

6355359445

rinkuhariyani47@gmail.com

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