

# **RESUME**

**PATEL DHAVAL . K.**

B/50 Aayush Soc. Dabhoi

TA. Dabhoi

Dist.Vadodara

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## **Objective**

To associate with progressive organization that gives me scope to update my knowledge and skills according to the latest trends be a part of the team that dynamically works towards that growth of Organization and I am willing to work anywhere.

Personal Skills : Young, enthusiastic, hard & intelligent working ability, Self Confident, ready to be mobile, ready to learn every Time

## **Computer Skill :**

Operating system : Windows

Office Packages : M.S Word, M.S Excel, M.S PowerPoint, Tally

Modeling Packages : computer accountancy course from TARSALI I.T.I.

Date of birth : 19-04.-1983

Qualification : H.S.C passed in 2000.  
Bcom passed in 2003 M.S.University at Baroda.

## **Professional Experience**

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Professional Experience 15 years as a Account assistant

**Previews Employer:** (FROM 05-APRIL, 2009 TO 18-OCT.2013),

EMIRATES TRANSFORMERS & SWITCHGEAR LTD.DUBAI (U.A.E.)

**POSITION:** Account assistant

**Previews Employer:**

**DANKE PRODUCTS. (Nov-06 TO feb.09)**

**POSITION:** store keeper

Now I am working in **Heena Roto Prints**. As a post of **Account assistant** till to date.

PATEL DHAVAL

Date:06/07/2024