

# RESUME

## CAREER OBJECTIVE

To be a part of an organization where I can apply my knowledge and skill in practical form as the field of commerce is practical field. And to utilize my skill and capability which can be useful to whole organization.

## PERSONAL DETAILS

**Name** :- Sharma Divyani Lalitbhai  
**Date of birth** :- 16<sup>th</sup> November, 2002  
**Sex** :- Female  
**Nationality** :- Indian  
**Postal address** :- 30, Amrapali society, opp. Ongc workshop, Ankleshwar  
**Mobile no.** :- 9016278043  
**E-mail ID** :- [divyanis798@gmail.com](mailto:divyanis798@gmail.com)  
**Languages** :- Hindi, Gujarati, English

## EDUCATION QUALIFICATIONS

Education	School/College	Passing year	Percentage	Board/University
S.S.C.	Taxshila Vidyalaya	2018	68.00%	G.S.H.S.E.B.
H.S.C.	Taxshila Vidyalaya	2020	72.43%	G.S.H.S.E.B.
B.Com.	Narmada College of Science & Commerce	2023	54.10%	V.N.S.G.U.

## OTHER EDUCATIONAL QUOLIFICATION

D.C.I.A. -2 ( Diploma in Computerized Industrial Accounting ) form I.I.C.L. - Indian Institute of Computer Learning.

## KNOWLEDGE

- 1) Basic knowledge of MS Office
- 2) Tally & Accounting

## EXPERIENCE

- 1) I have worked with **3 Star Computer Academy** as computer faculty of Tally ERP.9 & CCC course from **8/2/2022 to 31/3/2022**.
- 2) I have worked with **Shiv Computer Class** as computer faculty of Tally ERP.9 & CCC course from **1/11/2022 to 20/5/2023**.
- 3) I have worked with **Techno Sales Agency** as Desk marketing, Accounting & Dispatching from **1/6/2023 to 29/2/2024**.
- 4) Currently working with **PR ECOENERGY LIMITED** as **Assistant Manager (Account)**.

## DECLARATION

I here by declared that above all information are true to the best of my knowledge.

**(SHARMA DIVYANI L.)**