

RESUME

Nikita Prajapati

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**Address:102, Gajanand Society,
Opp.Raval Niwas, Ankleshwar-393001**

Career Objective

A result-oriented and motivational B.Com Graduate looking for an opportunity in a reputed organization where I can upgrade my knowledge and skills in the field of accounting and finance.

Academic Background

Education	Institution	Year	Percentage
B. Com	M.K.College of Commerce	2024	61.50%
H.S.C (General)	Taxashila Vidhyalaya	2021	50%
S.S.C	Taxashila Vidhyalaya	2019	60%

Key Skills

- Good communication skills (both written and oral communication)
- Basic knowledge of accounts, taxation, and GST.
- Experience in using accounting software like Tally.
- Knowledge in MS Excel, Word, and Power point.

Core Strengths

- Coordination skills.
- Active learning.
- Time management.
- Self-motivated.

Personal information

Date of Birth : 27th January 2003
Gender :Female
Father's Name : Balvantbhai Prajapati
Nationality : Indian
Religion : Hindu
Languages Known : Gujarati ,Hindi & English

Declaration

I hereby affirm that all the above-furnished details are true to the best of my belief and knowledge.

Place :

Date :

Signature