



**VIJAY DESAI**  
**Mobile: 9558959799**  
[desaivijay967@gmail.com](mailto:desaivijay967@gmail.com)

## CAREER OBJECTIVE

Constantly endeavor for excellence in the function I am assigned. In the process, identify how I can improve my practical & theoretical skills so as to, successfully apply them in practical situations for the attainment of my own as well as organizational goals.

## EDUCATION QUALIFICATION

DEGREE	BOARD / UNIVERSITY	YEAR
<b>M.com</b>	<b>Gujarat university</b>	<b>2016</b>
<b>B.com</b>	<b>Gujarat university</b>	<b>2014</b>
<b>HSC</b>	<b>GSEB</b>	<b>2010</b>
<b>SSC</b>	<b>GSEB</b>	<b>2008</b>

## COMPUTER SKILL

Software packages: Ms Office and internet skill, Tally

## WORK EXPERIENCE

- Taking care of Book keeping of Chirag Infrastructure, Ahmedabad since 8 year.
  - Keep all member's data in excel
  - Payment collect
  - Generating a receipt by talking all the party payment
  - Handling staff
  - External experience in the scheme of infrastructure

## PERSONAL DETAILS

Date of birth : 27<sup>th</sup> August 1993  
Language known : English, Gujarati, Hindi  
Nationality : Indian

Permanent address : C-37 Sarvoday Part-2  
Sola Road,  
Ahmedabad-380061

Self assessment : I am Hardworking and my learning attitude allows me to accept new and Challenging work.