

RESUME

MONEEK LATHEEYA

Email Id : moniklathiya1@gmail.com

Mob No : 9773257045

Address :-

4, Satyanarayan society ,
Opp. Madhav mall,
Thakkarbapa Nagar,
Ahmedabad - 382350

Educational Qualification:

- Complete S.S.C. from Gujarat Secondary Education Board in 2015 with 56%.
- Complete H.S.C from Gujarat Secondary Education Board in 2017 with 49%.
- Running B.COM from Gujrat University

Computer Knowledge:

[A] MS Office

- Word: Knowledge of document formatting and printing as per the requirement.
- Excel: Knowledge of Worksheet analysis of data and formatting and printing as per the requirement.
- Power point: Knowledge of skill fully designed presentations, formatting and printing as per the requirement.

[B] Internet:

- Knowledge off mailing, managing outlook express and managing backup of mails.
- Surfing good websites useful for social network management, daily local national and work useful for Education and knowledge and useful for business on net .

Experience

- First 3 Year I m Working as a like sales executive in Birvabiz Financial Services.

trengths :

- Positive by nature
- Self-motivated
- Panctual

Personal details :

Name : LATHEEYA MONEEK DHEERUBHAI
Father's Name : DHEERUBHAI NAGJIBHAI LATHEEYA
Permanent Address : 4, Satyanarayan Society, Opp Madhav Mall,
Thakkarbapa Nagar
Ahmedabad - 382350
Date Of Birth : 06/10/1999
Gender : Male
Nationality : Indian
Marital status : Single
Languages Known : Hindi , Gujarati, English

Hobbies :

- Listening to music
- Playing cricket

Declaration :

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

Place : Ahmedabad

Date : 26/08/2019

Yours faithfully,

[MONEEK LATHEEYA]