

# Amit A Lad

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Gandhinagar

## Objective

I am seeking a company where I can use my experience and education to help the organisation meet and surpass its goals.

## Education

12Th Pass  
College: Mulund College of Commerce

## Skills & Abilities

### Accounts:

Knows Tally, TDS | Ms Office

### Back Office:

Knows Computer, Tally, Email | Clerical Work, Data Entry Operation, Manual Accounting, English Language, General Accounting, Computer Operating, Computer Accounting, Internet Surfing, Basic Excel, Typing Speed, Typing, Scanning, Data Entry, Back Office Operations, Ms Office Word, Office Assistance

### Retail:

## Languages Known

- Gujrati
- Marathi
- English
- Hindi

## Past Experience

### Accounts:

1 to 2 Years of Experience  
Account Assistant

### Back Office:

More Than 5 Years of Experience  
Computer Basic, Computer Operator, Data Entry And Back Office, Data Entry, Data Entry Operator

### Retail:

1 to 2 Years of Experience  
Cashier

Data Entry

- 18 Years

## Other Details

Age: 37 Years  
Gender: Male