CURRICULUM VITAE

Harshika B Darji

PERMANENT ADDRESS:-

8/318 Bhavna Park Appt

Nr Vegetable Market

Gujarat Housing Board, Gorwa

Mob No: 9714029061/9724052664

Email: harshikabdarji@gmail.com

CAREER OBJECTIVE:

To work in an organization where professionalism and Enthusiasm is recognized and to Work continuously towards Excellence while increasing your hospitality skills and Professional Expertise.

ACADEMIC QUALIFICATION:

DEGREE	UNIVERSITY/ BOARD	SUBJECT	YEAR	MARKS (%)
10th	GSEB	GENERAL	2002	76.00%
12TH	GSHEB	Commerce	2004	72.00%
B.Com	M.S.University	Commerce	2007	58.00%

PROFESSIONAL QUALIFICATION:

I have M.S Office, Basic computer knowledge , Tally ERP 9.2, Internet. Prepare Vat Data, Microsoft Out Look, Handle Cash Book, Bank Reconciliation, Handling Cash.

EXPERIENCE:

- I Have One Year Experience in Aditya Birla Minacs As a Customer Representative.
- I Have Six Month Experience in Primary Health Center As a Account Assistance.
- 1 Yr. Exp in Office Beacon A.S Pvt. Ltd as a Junior Executive in Order Entry Process.
- Workings as Account Assistant in Hi-Tech Pneumatics from 10/09/2014 still continue.- Bank Reconciliation, Expense, Handling Petty Cash, Mail Conversation, Tally ERP 9, Prepare GST Data, Income Tax Return.

STRENGTHS:

- Ability to work in **new and challelenging environments**.
- **Willingness to learn new skills** and concepts.
- Adaptability to work in **team with dedication.**
- **Honest and hardworking.**
- **Positive attitude**
- Good communication, analytical and interpersonal skills.

PERSONAL DETAILS:

Husband's Name	:	Mr. Bankim. B. Darji.
Date of Birth.	:	12th February, 1987.
Nationality	:	Indian
Married Status	:	Married
Gender	:	Female
Hobbies	:	Reading books, Travelling
Language	:	English, Hindi, Gujarati.
Typing	:	English

I hereby declare that the above written particulars are true to the best of my knowledge.

CURRENT CTC: 200000 P .A.
EXPECTED SALARY: 240000 P.A

Date: 30.07.2020

Darji Harshika Bankim