OBJECTIVE

Looking for challenging and diverse position in administration, finance and education wherein skills and expertise can be best utilized to further promote personal development. I am confident that I can capture the new environment and conditions quickly.

EDUCATION

Gujarat University

Master of Commerce March 2013

Advanced Accounting and Auditing

Gujarat University

Bachelor of Education February 2012

Accountancy and Business Organization Management

Gujarat University

Bachelor of Commerce April 2009

Advanced Accounting and Auditing

Work EXPERIENCE

Dangarwa Primary Kumar School, Gujarat, India

Teacher: Mathematics, Science, English June 2013 – Dec 2014

* Administered all grades, Developed syllabus and overall structure
* Collaborated on curriculum and exam development, assessment written work on State exams final paper

key strenghts

* Alert, assertive and enthusiastic, fast learner, can easily communicate and deal with people
* Keeping positive attitude and total belief in capabilities
* Good Listening ability and patience
* Capable of working under pressure both independently and in a team environment

AWARDS

* **Certification in Computer Concept** February 2011

Dr. Babasaheb Ambedkar Open University

* **M.S.Office** May 2008   
  National Computer Literacy Program

LANGUAGES

* Hindi; Gujarati – Native Languages
* English – Speak, read and write with basic competency

PERSONAL INFORMATION

* Date of Birth: 15th May 1989
* Civil Status: Married
* Nationality: Indian
* Religion: Hindu

Age: 25



**Gulfjobseeker.com CV No:** **1467552**