**Curriculum Vitae**

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| --- | --- | --- | --- |
| **Name:** | Khatri |  |  |
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|  |  | **E-mail:****DOB :** | Khatri.335501@2freemail.com 5th January 1976 |

**SKILLS & PROFICIENCIES**

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| --- | --- | --- |
| • Meetings/agendas  handling | • Communication | • Correspondence  management |
| • Admissions | • Word processing | • Record-keeping |
| • Appointments  scheduling | • Data entry | • Research |
| • MS Office | • Vendor relations | • Bookkeeping |

**CURRENT JOB DESCRIPTION**

**A I Khatri advocate and tax consultant Vadodara, Gujarat State, India,** *since August 2016*

***Job position:*** Office assistant cum Clerk

***Job duties:***Performing other daily routine works (typing documents, handling mail correspondence, creating Excel files with formulas to perform specific calculations to produce results, creating PowerPoint files, performing other tasks.

• Answer incoming telephone calls, provide information and take and reply messages.

• Sort and deliver incoming mail and ensure that the correct recipient receives the right document / letter.

• Schedule appointments for office staff and provide them with reminders and follow ups.

• • Type and format correspondence such as letters, memos and reports.

• Use office equipment such as photocopiers and printers to print and copy important documents.

• Maintain paper and electronic records such as clients case details and information.

• Make-certain that all staff and clients information is kept confidential.

• Maintain knowledge of office supplies and materials and coordinate with suppliers and vendors when they run out.

• Prepare meeting agendas and take and record minutes of the meeting.

• Coordinate repair and maintenance of office equipment.

• Assist accounts managers in preparing documents such as tax returns and expense reports.

• Sort and case file alphabetically and maintain all records.

**PAST JOB DESCRIPTION**

* **Gram Panchayat Office, Waghodia, Dist Vadodara, Gujarat State, India,** *May 2001-April 2002*

**(This Job is Outsourcing Temporary Based )**

 *Job position:* Clerk

 *Job duties:*

Maintaining agricultural land records and updating them, performing accounting works.

* **Mamlatdar & Executive Magistrate Office, Waghodia, District of Vadodara,**

**Gujarat State, India,** *May 2002 to March 2010*

**(This Job is Outsourcing Temporary Based )**

 *Job position:* Computer operator (office assistant), head of the Computer department.

* **Sigma Group of Institutes Ajwa Nimeta Road, At.Bakrol, Sub District Waghodia, District of Vadodara, Gujarat State, India,** *since April 2010 to July 2016*

***Job position:*** Office assistant cum Clerk

**EDUCATION**

**Masters of Commerce**, Gujarat University, Ahmedabad, India, 2001

**Bachelors of Commerce**, Gujarat University, Ahmedabad, India, 1999

**LANGUAGE**

* English: written: good spoken: fluent
* Gujarati: native language
* Hindi: written: fluent spoken: fluent
* Urdu: written: fluent spoken: fluent

**TRAINING COURSES**

* Certificate in financial accounting system, Directorate of Employment & Training at I.T.I. Tarshali, Vadodara, *October 2003*

**IT SKILLS**

* All versions of Windows Operating System
* All versions of Microsoft Office application programs (Word, Excel, Access, PowerPoint)
* Internet, e-mail

**OTHER INFORMATION**

* hobbies and interests include: reading books, surfing the Net, watch sports games (cricket, football, hockey), social networking
* references available upon request