|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal Data:**Date of Birth** :23rd AUGUST,1992**Gender** : Female**Nationality** : Indian**Marital Status :** MarriedLanguages Known:Hindi, English,Gujarati.**Interests**: Interested in Meeting and Interacting with People, Love to Travel New Places And Learn Their Culture, Social Work, Cooking. | **RUKHSAR****RUKHSAR.365237@2freemail.com****Objective**To obtain a challenging position that will provide me dynamic career growth, where I can utilize my skills to the best of my ability and improve my knowledge /skills face responsibility and charges of the chosen field and also at the same time learn new and use emerging technology to fulfill mature requirements and ***“My every day becomes a learning day”.*****ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE** | **BOARD/UNIVERSITY** | **YEAR** | **PERCENTAGE** |
| Accounting with taxationIn Tally.ERP9 | PLUS Institute , Navsari  | 2014 | **Grade – A** |
| Bachelors of Commerce | The Maharaja SayajiraoUniversity of Baroda. | April2013 | **First Class** |
| H.S.C | Zenith High School , Baroda | March2011 | **74.86%** |
| S.S.C | Zenith High School , Baroda | March2008 | **78.46%** |

**WORKING EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** | **Post** | **Time Period** | **Job Role** |
| Co-Operative Bank,Mughalwada,BARODA | Bank Teller | 1Year | [Check cashing / Depositing /](https://en.wikipedia.org/wiki/Cheque) [Transfers /](https://en.wikipedia.org/wiki/Electronic_funds_transfer) [Wire transfers / Recording transactions.](https://en.wikipedia.org/wiki/Wire_transfer) |
| AL Shirawi Electrical & Mechanical Engineering CO.Dubai,U.A.E | Junior HR executive | July 2016-October 2016 | Labour Accommodation /Staff Welfare /Payment Activity /Petty Cash handling |

**TECHNICAL SKILLS*** MS-OFFICE
* Accounting with Taxation in Tally.ERP9
* Basics of Windows.
* Master in EXCEL

**intrapersonal skills*** Sincerity and perseverance are integral part of my character, coupled with a sound Intellect and Logic.
* Determined, reliable, hardworking and trustworthy individual.
* Ready to undergo any kind of training and transformation to enhance professional skill.
* Having great Team work skills as well individual, Better Communication Skills, works well in all levels of management.
* Can speak fluent English.
* The ability to stay calm and balanced in stressful situations.
* Easily adopt new technology and very friendly and comfortable with

**Declaration**I hereby declare that the above written particulars are the best of my knowledge and belief. I Sincerely hope that my application will receive your kind attention and I am most anxious that an opportunity for an interview is given to me at your earliest convenience. |