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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal Data:  **Date of Birth** :  23rd AUGUST,1992  **Gender** : Female  **Nationality** : Indian  **Marital Status :** Married  Languages 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**](mailto: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 taxation  In Tally.ERP9 | PLUS Institute , Navsari | 2014 | **Grade – A** | | Bachelors of Commerce | The Maharaja Sayajirao  University of Baroda. | April  2013 | **First Class** | | H.S.C | Zenith High School , Baroda | March  2011 | **74.86%** | | S.S.C | Zenith High School , Baroda | March  2008 | **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. |