**Curriculum Vitae**

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| C:\Users\HOME\Desktop\Zakir.jpg |  **Name :** Khatri   **At Present :** Al Rigga Dubai UAE  **Email**  : Khatri.375614@2freemail.com  **DOB** : 5th January 1976 |

**SKILLS & PROFICIENCIES**

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

**CURRENT JOB DESCRIPTION**

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

***Job position:*** Administrative Assistant

***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 client's 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**

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