

RESUME

Vijay Samatbhai Chavda

Cell: +91 9712104366

Email: vijaychavda506@gmail.com

Career Objective:

To perceive a career in a renowned firm with dedicated efforts and to associate myself with an organization that gives me a chance to update my knowledge.

Educational Qualification:

- Graduation **B.Com (accounting&finance)** Under Saurashtra University from Svet Commerce college, Jamnagar -361004.
- Intermediate **H.S.C** under Gujarat Board Education, from Seth p&r High school sabarkatha , Gujarat – 2014.
- **S.S.C** from Gujarat board Education, Municipal High School, Jamnagar – 2012.

Computer Skills:

Basic internet knowldge

CCC(course on computer concept)

M.S. OFFICE

Strengths:

Good Communication Skills.

Ready to take responsibility.

Quick Learner and Good Interpersonal Skills.

Personal Profile:

Name : Chavda Vijay
Father Name : SamatBhai
Date of Birth : 19-June-1997
Marital Status : Un Married
Religion : Hindu
Cast : Ahir
Nationality : Indian
Languages Known : English, Hindi and Gujarati
Address : Gokulnagar Jakatnaka,
Panakhan,
Street No.1
Jamnagar, Gujarat 361004

Declaration:

I here by declare that the above information is correct and true to the best of my knowledge and belief.

Experience

**1 june 2020 to 30April 2022 Dwarkadhis paper products jamnagar
Designation ; Mangment staff [General Management]**

**1 Augsut 2022 Continue Job Oswal Asyush Super Speciality Hospital
– Jamnagar – Daily Cash Collection - Report & Voucher Creat Hisab
Cash Deposit In Bank & Insurance Related Work And Quiry Sol For
Insurance Patient & Other Work Call For Center Head .
PM Jay OT Sheet Prepare Monthaly.**

**Designation :Personal Assistant
Center Head
Admin Staff (General Management)**

Place: Jamnagar
(**chavda vijay samatbhai**)