

CURRICULUM VITAE



MAKWANA SUMAN C.

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CAREER OBJECTIVE :

To continue my career with an organization that will utilize my MANAGEMEMNT, SUPERVISION & ADMINISTRATIVE skill to benefit mutual growth and success.

ACADEMIC DETAILS:

Degree/Course	Institution	Year of Passing	Per./Greade
MBA (Finance)	H.N. Shukla College	2015	7.74
BBA	H.N. Shukla College	2013	65%
HSC	Kotak Higher Secondary School	2010	55%
SSC	Kadvibai Kanya Vidhyalay School	2008	50%

FIELD OF INTEREST :

- Net Surfing
- Playing badminton
- Travelling

- Painting

SKILLS :

- ✓ Internet
- ✓ MS Office

STRENGTH :

- ✓ Enthusiastic and Honest
- ✓ Flexible in nature
- ✓ Positive attitude
- ✓ Confident

EXPERIENCE :

Organization	Designation	Duration
Station-e Info Services Pvt. Ltd. (Rajkot)	Counsellor	2.5 years
Meera Jewellers Pvt. Ltd.	Admin Executive	6 Months

PERSONAL DETAILS :

MAKWANA SUMAN C.

- Permanent Address : Vaniyavadi Main road,
1/24 corner,
"Karan",
Opp. Prince cold drinks,
Rajkot. 360002
- Date Of Birth : August 11,1992
- Nationality : Indian

- Marital Status : Unmarried
- Language Known : English, Hindi, Gujarati
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DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.