

PARTH DAVE

Computer Operator cum Clerk



7383419982



parthddave20@gmail.com



Rajkot

ABOUT ME

To take a knowledge about Administrative work with hr related work and cash management with proper time management and proper channel.

SKILL

Computer Operating ,
Decesion Making, Crossword
puzzle Solving

EXPERIENCE

Sales Executive 02-01-2022 – 04-13-2022

HDFC Bank

To sale a Main Product of POS Machine with Cross
sale of Banking Other Product.

Rural Portfolio 02-01-2022 – 06-03-2022

Officer

HDFC Bank

To aware a villegers about Bank and its product and
open an account of farmers in Bank.

Clerk cum 12-01-2022 – Present

Computer Operator

G T Sheth Orthopaedic Hospital

To Manage a Day to Day administrative as well as
clerical work and Counter Cash Management

EDUCATION

BBA

Geetanjali College

06-18-2015 – 03-15-2018

MBA - HR

Geetanjali College

08-09-2018 – 09-10-2020

PROJECTS

Summer Internship Project

To Find a selection of Bank Deposit in women Prospect.