

# MOHIT PANKHANIYA

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## About Me

Contact no. :- + 91 76007 01911  
Date Of Birth :- 19/11/2003  
Marital Status :- Unmarried  
Nationality :- Indian  
Email Id :- [mohitpankhaniya2003@gmail.com](mailto:mohitpankhaniya2003@gmail.com)  
Address :- " HARSHIDDHI KRUPA "  
GUTAM NAGAR STREET NO – 6,  
GANDHIGRAM, RAJKOT – 360007

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## Objective

Expected to work in challenging environment. Where I can use my strengths to complete all the tasks competencies help to join the development with great reputation.

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## Education

### Secondary School (10th Standard)

Gujarat Secondary and Higher Secondary Education Board (G.S.H.E.B.)

Matrushri Amthiba Vidhyalay (Rajkot)

Year of Passing: 2019

Percentage: 43.68%

### Higher Secondary (12th Standard)

Gujarat Secondary and Higher Secondary Education Board (G.S.H.E.B.)

Matrushri Amthiba Vidhyalay (Rajkot)

Year of Passing: 2021

Percentage: 45.35%

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## Experience

### Airtel office (Rajkot)

2023 - 2024 (1.5 Year)

I manage Airtel Payments Bank operations, handling daily financial transactions including cash deposits, withdrawals, fund transfers, account activations, and customer service support. I ensure accurate record-keeping, transaction verification, and compliance with banking procedures.

### Shreeji Enterprise - Shaktiman (Burudi)

2024 - 2025 (1.8 Year)

Currently, I am working as a Computer Operator & Production Executive, where I oversee all computer-related operations and coordinate daily production activities. I am responsible for inventory and stock management, production planning support, report preparation, and ensuring accurate data entry and transaction updates in SAP software. I also ensure smooth workflow between the production and administrative departments

## Language

- English – Good in speaking, reading & writing
  - Hindi – Fluent in speaking, reading & writing
  - Gujarati – Native proficiency
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## Hobbies

I enjoy traveling to mountains and beautiful places because it helps me refresh my mind and adapt to new environments. I also enjoy spending quality time during special moments and listening to music, which keeps me positive and motivated.

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## SOFTWARE SKILLS

Ms - word

Ms - excel

Ms – power point

CorelDraw

Tally software with GST

Miracle

SAP Software

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## Additional information

I am a confident and self-motivated professional with strong communication and interpersonal abilities. I approach tasks with creativity and analytical thinking, maintain a positive attitude in all situations, and adapt efficiently to changing work environments. I believe in teamwork, continuous learning, and consistently contributing to organizational success.