

CURRICULAM VITAE

Prerna K. Gandhi

Bcom

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214-1, Unda Faliyu,

Padra,

Vadodara

OBJECTIVE

- “To gain knowledge and experience from reputed organization and provide maximum benefit to organization.”

EDUCATION QALIFICATION

Exam	University	Year
High School	GSEB	2017
Intermediate	GSHEB	2019
B.Com	VNSGU	2022

COMPUTER SKILLS

- Good hand in Tally Prime, Microsoft Office (Word, Excel, Power Point), Internet Explorer.

Work Experience

Gandhi Associates
Account Assistant -2.5 years

Hi-Tech Fiber Products
Account Assistant – 4 months

“Parth Kitchen Equipment”
GIDC, Makarpura, Vadodara
As an **ACCOUNT ASSISTANT**
- **10 months**

RESPONSIBILITY: (Account Department)

- Data Entry in Tally Prime
- Sending daily reports to Manager
- Handling Administration work(Employee Salary & Showroom Admin Work)

PERSONAL INFORMATION

Date of Birth: 16/07/2002
Gender/ Marital Status: Female/Married
Religion: Hindu
Nationality: Indian
Languages Known: English,Hindi,Gujarati

INTERPERSONAL SKILLS:

- Adaptable, Enthusiastic, Positive Attitude & Open Mind
- A Good & Helpful Team member
- Desperate to learn intellectual skills.
- Very Keen to learn new & Advance things.
- Sincere working personality.

HOBBIES

Sports, Listening music, playing outdoor games, travelling.

I here declare that the information given above is true to my knowledge & belief.

Yours faithfully,

Prerna Gandhi.