

## RESUME

Patel Hina Maheshbhai

Mithavali Pole,

Gundra,

Dholka.

MO. No.: 9274251653

Email: hinap29@gmail.com

### **Career Objective**

To take challenging and rewarding career which stimulate my growth and professionalism to facilitate a sense of achievement in Life.

### **Academic Qualification**

- S.S.C with 61.53% from C.V .Mistri Saraswati Kanya Vidhya Mandir of G.S.E.B in Dholka.
- H.S.C with 72.71% from C.V.Mistri Saraswati Kanya Vidhya Mandir of G.S.E.B in Dholka.
- B.B.A with Finance from B.W.T.I.B.A College (H.K. Campus) of Gujarat University in Ahmedabad with 52%.
- Computer Knowledge:
  - Excel, Word and Internet
  - Tally ERP-9 Software & Other Accounting Software.

### **Project Profile**

- Live group report to evaluate the Micro Finance Potential from **International Centre for Entrepreneurship and Career Development (ICECD)**.
- Industrial Tour Report on **Decolight Ceramics Ltd at Morbi**.

### **Experience**

- **Integrated Innovators P.Ltd** (Label & Wrapper of Soap Mfg.)  
8,2<sup>nd</sup> Floor Rainbow Complex,  
Navragpura, Ahmedabad.

Post: Office Assistant

1 Year (Starting from 1<sup>st</sup> August 2010 to 12th October 2011.)

Work Profile:

- Cash/Cheque Deposit in Bank.
- All Transaction regards Cash/Bank Payment & Receipt, Purchase and Sales, Credit Note & Debit Note, Journal Voucher.
- Bank Reconciliation
- Monthly Sales Tax Report
- Make Quotation and mail to Customer & Selling Bill

- Monthly Payment Collection Statement

➤ **Roselabs Bioscience Ltd of Roselabs Group.**

3<sup>rd</sup> Floor,Kataria Arcade,  
S.G.Highway,Ahmedabad.

1 Year (Starting from 16<sup>th</sup> August 2011 to October 2012.)

Post: Account & Finance Executive

Work Profile:

- Bank Reconciliation
  - VAT/CST Report
  - Transaction regarding Cash/Bank Payment & Receipt,Purchase
- **Umiya Tyre Retraders (2013 to 2017)**  
Office Assistant
- **Ahmedabad AMC (8<sup>th</sup> August 2021 to 31<sup>st</sup> July 2022)**  
SARKHEJ Urban Helth Center  
Post: Jr.Clerk
- **Avadh Automobiles (1<sup>st</sup> July 2022 to 31<sup>ST</sup> July 2024)**
- **Gimatex Industries P. Ltd (9 month)**  
Post: Back Office

**Personal Profile**

Date of Birth: 29 Nov 1989

Sex: Female

Nationality Known: English, Hindi and Gujarati.

Marital Status: Married

I hereby declare that the information furnished above is true to the best of my Knowledge

And belief, I have relevant record to prove the same. I hope the above are suitable for your Organization.

Best Regards,

Hina Patel.