#  CURRICULUMN VITAE

**Name:** Niru J Solanki

**ADDRESS:** 12/288 vasant rajab nager,

 Nr.1to6 Mahtma Gandhi colony

 Behrampura

**CONTACT: 9173604927 Email Id : njs20794@gmail.com**

**PERSONAL PROFILE:**

Date of Birth : 20 July 1994

Sex : Female

Marital Status : Unmarried

Languages Known : Gujarati, Hindi, and English

Nationality : Indian

Mother Tongue : Gujarati

Hobbies : Meet to people, Music

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| **CAREER OBJECTIVE** |

 To utilize my education & experience, with a self-motivated and positive approach within an organization that will help my professional and personal skills.

 Willing to give best efforts to the realization of goals at specified targets

**ACADEMIC QUALIFICATION:**

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| **DEGREE** | **BOARD/UNIVERSITY** |  **OBTAINED** |  **YEAR OF PASSING** |
| S.S.C |  G.S.E.B |  65% | March-2010 |
| H.S.C |  G.H.S.E.B |  60% | March-2012 |
| FY.B.com |   Gujarat university  |  50 % | 2017 |
| SY.B.com |  Gujarat university |  55 % | 2018 |
| TY B.com |  Gujarat university |  Running | 2019 |

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| **AREA OF INTEREST** |

 Account work , Reception ,OPD work,Back office work

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| **COMPUTER SKILL** |

 M.S Office, Excel And Net Surfing & Telly ERP-9

 Knowledge of MIS Report

 Knowledge of OPD work & Reception work

 **EXPERINCE**

 **I Have experiences 24 month as an post of accounting**

 I am Working As a OPD Assistant at in  **CONTACARE EYE HOSPITAL** Ahmadabad. For 2years

 I am work at CENTER FOR SIGHT eye hospital for 1year as on reception as a billing person.

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|  **Declaration** |

I am confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

 **Thanking you**

 **Niru Solanki**