

Resume

HETAL
7096121252
baraiyaheta17486@gmail.com

OBJECTIVE

Seeking a challenging position with a reputable organisation where I can acquire new skills, broaden my knowledge, and use what I've learned.

SKILLS

- Course on Computer Concepts (CCC)
- Team work
- Time management
- Leadership
- Effective communication
- Project manager

EXPERIENCE

17-9-2024 - 16-9-2025 MKBU UNIVERSITY
Apprentice Back office work

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
S.S.C	G.S.E.B	69.67%	2017
H.S.C	G.S.H.E.B	68.29%	2019
Bachelor of commerce	MKBU UNIVERSITY	65.82%	2022
COMPUTER OPERATOR AND PROGRAMMING ASSISTANT	ITI- INDUSTRIAL TRAINING INSTITUTES BHAVNAGAR	79.5%	2024

ADDITIONAL PERSONAL INFO

Address Plot no.1,Nirdoshanand nagar society, sidsar
Languages GUJRATI, ENGLISH, HINDI
Date of Birth 22-07-2001
Marital status UNMARRIED
Nationality INDIAN
Religion HINDU
Gender FEMALE

DECLARATION & SIGN

this resume is true and accurate to the best of my knowledge. I assure you that my experience, skills, and qualifications meet the requirements of the job and I am committed to making a positive contribution to your organization."

Hetal