

HARSH PANDYA



PERSONAL INFO

I am a passionate ms office & tally softwear having expertise of 7+ years. I work closely with my clients in developing strong brand identities that define and exhibit values, and also professional visual entities to define your tone. I am a strong team player and a social butterfly.

CONTACT

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SKILLS

- MS WORD
- MS EXCEL
- MS POWER POINT
- TALLY ERP 9
- TALLY PRIME
- DATA ENTRY

LANGUAGE

- ENGLISH
80%
- HINDI
100%
- GUJRATI
100%

EDUCATION

- 10th Pass 2010
G.S.E.B
- 12th Pass 2012
G.H.S.E.B
- BA 2016
H.N.G.U
- P.G.D.C.A 2018
R.E.R.F

EXPERIENCE

- MARKETING EXECUTIVE 2013 TO 2017
SHYAMAL COMPUTER
 - I WAS MANAGING THE TOTAL OPERATIONS WITHIN THE SHYAMAL COMPUTER CENTER FROM MARKETING TO EXPLAINING TO THE PARENTS WHICH COURSE WOULD BE BEST FOR THE STUDENTS. I WAS DOING THERE SOCIAL MEDIA MARKETING, DOOR TO DOOR MARKETING, TELE CALLING MARKETING ETC. I WAS ALSO DOING THE BACK OFFICE WORK OF SHYAMAL COMPUTER
- CASHIER 2017-2018
WESTZONE SUPERMARKET
 - THERE ARE I ATTEND THE COUSTOMER AND MAKE A BILL AND COLLECT THE MONEY. I HAVE COMPUTER KNOWLEDGE I HAVE TALLY ACCOUNT SOFTWARE KNOWLEDGE I ALSO DO SUPERVISOR WORK THERE ON SAME TIME.
- SAIN INDIA TRAINING CENTER 2018-Present
MANAGING DIRECTOR
 - THIS IS MY OWN COMPUTER TRAINING CENTER THERE ARE I AM WORK AS A COMPUTER TEACHER, CASHIER, MARKETING, BACK OFFICE WORK. BECAUSE I DO EVERYTHING IN THERE ARE. I HAVE TWO TWO TRAINER THERE ARE. I WILL MANAGE ALL ACCOUNTS LIKE FEES COLLECTION ETC OVER ALL I COLLECT GOOD KNOWLEDGE FROM THIS MY CENTER.