

CONTACT

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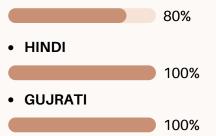
c/7 shiv shakti flat near v.k vadi mehsana-384991

SKILLS

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

LANGUAGE

ENGLISH



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.

EDUCATION

Ø	10th Pass G.S.E.B	2010
Ø	12th Pass G.H.S.E.B	2012
\bigcirc	BA	2016
•	H.N.G.U	
\triangleright	P.G.D.C.A	2018
	R.E.R.F	

EXPERIENCE

MARKETING EXECUTIVE \mathbf{S} 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 WOULDBE 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

WESTZONE SUPERMARKET

2017-2018

- THERE ARE I ATTEND THE COUSTOMER AND MAKE A BILL AND COLLECT THE MONEY. KNOWLEDGE I HAVE TALLY COMPUTER I HAVE ACCOUNT SOFTWEAR 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 WORK ARE Ι AM AS Α 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.