**Dhruv Panchal**

**Contact:**+91 88663 17009 **E-Mail:**[druvpanchal54943@gmail.com](mailto:druvpanchal54943@gmail.com)

**Address:**85 Taranghill Society, Nr.Arjun Ashram, Chandlodia-382481

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| **CAREER OBJECTIVE** |

To continue my career with an organization that will utilize my Management, Supervision & Administrative skills to benefits mutual growth and success.

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| **Experience** |

* **J.K.Shah Classes (Navrangpura, Ahmedabad)**

Administrative Department: (Since 5th Jan, 2018 to 30st June 201)

**Work Profile:**

Administrative Work

Resolve Query

Inquiry Handling

Counseling

Database Management

Vendor Management

* **J.K.Shah Classes (Vadodara, Surat)**

Administrative Department: (Since 1th March, 2019 to 31st May 2019)

**Work Profile:**

Administrative Work

Resolve Query

Inquiry Handling

Counseling

Database Management

Vendor Management

* **Perfect Tuition Classes (Ahmedabad)**

Owner

**Work Profile:**

Teaching 11th & 12th Commerce ( Accounts & Stats)

* **Nakul Sir’s Classes (Ghatlodia, Ahmedabad)**

Partner

**Work Profile:**

Teaching 11th & 12th Commerce (Economics & B.A)

* **Brewmen Lifestyle (Brand: Groomo) (Science city, Ahmedabad)**

Marketing & Relationship Manager (Since 1st September till now)

**Work Profile:**

Administrative Work

Inquiry Handling

Database Management

Contacting Dealers/Retailers

Social Media handling

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| **ACADEMIC CREDENTIALS** |

**Masters of Commerce (M.COM)**

On Going From Nav. Gujarat college. (Gandhinagar)

**Bachelor of Commerce (B.COM)**

With Second Class from **Gujarat University** in April**– 2018**

**H.S.C.(12th)**

FromGujarat Higher Secondary Education Board **(GHSEB)**, Gujarat with **66.26%** in March-**2015**

**S.S.C.(10th)**

**From** Gujarat Secondary Education Board **(GSEB)**, Gujarat with **66.50%**in March – **2013**

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| **Examinations & Trainings** |

* Common Proficiency Test (CPT)
* IT & OC Training
* Computer Training (From Gujarat Knowledge Society)
* IELTS (6.5 Band overall)

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| **TECHNICAL SKILLS** |

* Financial Statements & Analysis
* Account & Administration
* Account Management
* Microsoft (Word, Excel, Power point)
* Tally

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| **PERSONAL DOSSIER** |

**Date of Birth :** 05/08/1998

**Gender :** Male

**Nationality :** Indian

**Languages :** English, Hindi, Gujarati

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| **DECLARATION** |

I hereby declare that the information provided is from the best of my knowledge.

**- Dhruv Panchal**