# Curriculum vitae 01017

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## Name: - Smita Bansidharbhai Jani

### Vision: -

I would like to growth of my organization by contributing my skill & knowledge. I also want maximum utilization of available resources.

### Contact Information: -

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| Permanent | Present | Contact No |
|  7069566116 |

###  PERSONAL INFORMATION: -

* Nick Name :- Seema
* Birth date :- 21 may 1987
* Nationality :- Indian
* Gender :- Female
* Marital status :- Married

**CAREER OBJECTIVE:-**

* To find a challenging position to meet my competencies, capabilities, skill and education.

#### COMPUTER SKILL:-

MS Excel, MS word, Power Point, Tally account (with GST)

### EDUCATION:-

* **Jan 2012**:-

MBA with HUMAN RESOURCES MANAGEMENT from H.N.Shukla College, affiliated with Gujarat technological University with **7.64** CPI

* **May 2008 :-**

Certification in “Tally Account’’ from SUCHAK COMPUTER & ACCOUNTING Cosmo Complex, Kalawad Road, Rajkot-1

* **March 2007** :-

B.com having 64.85% (**First class**) with my Special subjects Accountancy & Finance from Saurastra University, Rajkot.

* **March 2004**

Passed HSC with second class from GSEB-Gandhinagar, Gujarat

* **March 2002**

Passed SSE with 64.71% from GSEB-Gandhinagar, Gujarat

#### EXPERIENCE:-

 0} I had been work as HR recruiter in Supro consulantacy Surat for six month

 Jan.2019-july.2019.

1. I had been work as HR executive in Universal Security Service-Bhvanagar for one year in 2013-2014.
2. I had been work as Probationary HR executive in “Silver line Plast Pack Pvt. Ltd.”- Shapar-Rajkot for one and half years (from January 2012)
3. I have been work as an Assistant Teacher as well as with Admin department of “Somnath Academy-Kodinar” for One year after completion of B.ed.

#### Salary drawn:-

Rs. 1,50,000/- per Annum.