

RESUME

Name : Daxa H. Bhaliya
DoB : 10.06.1977
Gender : Female
Nationality : Indian
Address : "Khodiyar Krupa",
5, Vimal Nagar, Behind Pushkar Dham,
Kalavad Road,
Rajkot – 360 005 (Gujarat) India
Languages : Gujarati, Hindi, English
Hobbies : Reading, Internet Surfing, Indian Music
Contact No. : Resi : 0281 2561862
Mobile : 97231 61862

Academic Qualification

Sr.	Qualification	Board University	Year of Passing	Percentage
1	S.S.C.	G.S.E.B.	March 1992	73.28%
2	H.S.C.	G.H.S.E.B.	March 1994	57.50%
3	B.Com (Computer Science)	Saurashtra University	March 1997	64.50%
4	Certificate in Computer Concepts (CCC-BAOU)	BAOU Saurashtra University	April 2007	64.00%

Additional Qualification

In addition to above academic career, I have done Basic, MS Office, Internet, Email Correspondence and Adobe Photoshop as certificate courses.

Professional Experience

Pratik International : The Company – engaged in export merchandizing, where I had worked as Computer Operator cum Clerk for 7 Years.

Galaxy Agrico Export Ltd. : The company – engaged in producing Agriculture Implements and had 100% export business, I have worked as Computer Operator for 2 Years.

Global Coke Pvt. Ltd. : The Company – engaged in Coal business. Have worked with the company as Administrative Assistant for 1 Year.

Signor Polymers Pvt Ltd. : The Company – engaged in producing PP Box Strap for Fully Automatic Applications. I have worked as Assistant to GM-Marketing, also was doing Follow-up tasks, Administration related aspects etc. worked here for 1 year.

National Minerals & Chemicals : The Company – engaged in trading of CNC VMC Parts and Industrial equipments, I have worked there as Administrative Assistant for 1.5 years.

**At present working with
Saurashtra University...**

: From all jobs mentioned above, I have gained sufficient experience. At last, I got a chance to serve in Saurashtra University in Gujarati Bhavan, as Clerk where my functions are Correspondence, Online Registration, Students' Query, Scholarship related matters and all those work assigned to me by my seniors.

Since this job is ad hock and there is no any chance to get confirmation as permanent employee of University, I am willing to switch over to such organization where I can prove my capabilities and can get the justified remuneration.

The information furnished above is correct to my knowledge and I assure you if any information turned to be incorrect, I shall be liable for any actions taken by your organization.

I also assure you that I am very much obedient and silent worker, and no any point raised by any of my previous organizations or my immediate superiors so far pertaining to my workmanship at any given time.

References :

1. Mr. Bhagvatsing Vala, National Minerals & Chemicals., Contact No. 98242 12408
2. Dr. Nitin Vadgama – Professor & Head, Department of Gujarati, Saurashtra University, Rajkot :
Contact No. 98794 00424

Daxa H. Bhaliya