

CURRICULUM VITAE

PRERNA REVLANA

ROLLA,
SHARJAH, U.A.E

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+971523450920

Visa Status: Husband Visa



Career Objective:

To place myself in a responsible and challenging position and to employ my experience and skills in a progressive organization, where I can put my maximum efforts and prove my skills.

Educational Qualification:

- FIRST YEAR B.COM – 2021-2022
R.K Desai College, vapi (VNSGU University)
- H.S.C – 2018 - 2019
Shri S.G Dakle Sarvajanik Vidyala, Sanjan. (Gujarat State Board)
- S.S.C - 2016-17
Shri S.G Dakle Sarvajanik Vidyala, Sanjan. (Gujarat State Board)

Computer Technical Skills:

- **Diploma in Computer Application at GYAN ACADEMY Computer Education Gujrat.**
 - Windows Platforms like Windows 10, Windows 11, etc.,
 - Microsoft Office
 - Tally Prime, Tally. ERP 9
 - Internet.
 - 3D Animation & Special Effect

Work Experience:

- Works at UDYOG VASTU KENDRA (**HARDWARE SHOP**) as an accountant
 - Handling stock, Billing, Call Attending & Data entry.
 - Preparation of monthly accounts summary
 - Maintaining bank reconciliation on monthly basis
 - Inventory record
 - Store keeping
- **7th heaven Cake shop** Sales person February 2021 to Jun 2021

Responsibilities

- Assisted in promoting new brands introduced to the market
- Promotion, new products, effective customer service and sales techniques – Worked in coordination with each store's individual needs, thus facilitating the successful functioning of the store.
- Developed strong relationships with customers – maintained cordial relations with existing and new customers.
- Focus on freshness of product applying.
- Update daily log book.

Personal Information:

- Date of Birth : 09th December 2001
- Nationality : Indian
- Gender : Female
- Language known : English, Hindi, Marathi , Gujarati
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- Hobbies : Listening to Music, Dancing And Reading
- Permanent Address : A/302,Parikshit Bldg. Premium Park,
Agashi Road, Virar (W), Vasai, Thane-401303.

Declaration:

I hereby declare that the information furnished in this resume is authentic and true to the best of my knowledge. I shall be obliged to produce the certificates of my qualification on request.

PRERNA REVLANA