**Payal Patel**

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**Personal Profile**

A highly motivated and enthusiastic individual who has successfully completed Level 7 in M.Sc. International Business. A good knowledge of business subjects with good Microsoft Office skills which can be useful in preparation of business reports. Moreover, an experience in a firm as an assistant manager in account department. Able to work in team with confidence. To identify opportunities to reduce waste and inefficiency. Provide to work in motivating and challenging environment which gives encouragement to work as professionally and develop professional personality.

**Education**

* 2018-2020 BPP University

**International MBA (Study continue)**

* 2017-2018 University of Ulster

**M.Sc. International Business**

* 2012-2013 Gujarat University

**Graduation in Education**

* 2010-2011 C-DAC Institute

**Post Graduate diploma in computer**

* 2005-2008 Gujarat University

**Graduation in Commerce**

**Employment History**

* **March 2017 till date, worked as beauty therapist in UK(Part time worked As an extra skill)**
* Worked according to rules and regulations of beauty saloon
* Welcoming to clients and serve them according their choice of service
* To make a note of stock for beauty salon and to take care of cleanliness
* **August 2014 – December 2016 Teacher ,Green leaves School(India)**
* Follow rules and regulation of school curriculum and teach according to it in selected subjects
* To participate in staff meeting every month to provide report about student’s progress report to higher authority
* To arrange parents’ meeting to inform them about weak points of their children
* **June 2013 – June 2014 Teacher, Dehgam International School(India)**
* To worked according to school syllabus
* To update about student’s progress to higher authority
* To attend all staff meeting
* Teaching within designated subject areas
* Participating in appropriate meeting with parents
* Helping to manage student behaviour and discipline
* **June 2008 – August 2010 Assistant Manager in account department, Siddhi construction(India)**
* Knowledge of purchase and sales account
* Basic knowledge of VAT, Tax returns as well as bank Statement
* To manage incoming cash and deposit in relevant bank
* To check payments with bills as well as purchase invoices
* Knowledge about accounting system and spreadsheets

**Professional**

* Know about Microsoft Office
* Good in Accounting software Tally
* Knowledge of multimedia software - Adobe Photoshop, Dreamweaver and Flash
* Knowledge of Programming language – Html and PHP(basic knowledge)s

**Reference**

Available on request