**JOB APPLLICATION**

**TO,**

**Human Resources,**

**Sub: To Work with the ever growing organization.**

**Dear Sir/Madam,**

I am Applying for the suitable position in your organization.

This would enable me to further enhance my career.

I would be thankful if your organization gives me a prestigious opportunity to execute my service to

Your organization and thus I expect a long lasting relationship with you.

**You’re sincerely,**

**(Dipesh Khimji Babaria)**

**RESUME**

**DIPESH KHIMJI BABARIA**

**Address: -** 308/3, House No. 114

 Arham Jai Hari Krupa Bldg

 Pipalpada Road, Sanpada Sector - 5

 Navi Mumbai: - 400 705.

**Contact No**: - **9664278150/7506363493 E-mail: dkbabaria@gmail.com**

**CAREER OBJECTIVE**

 To work with excel in a professional organization, which provides a challenging work atmosphere and brings best out of me.

**EDUCATIONAL QUALIFICATION** :-

|  |  |  |
| --- | --- | --- |
| **Examination** | **Board/University** | **Class** |
| H.S.C | Mumbai Board | $$2^{nd}$$ |
| S.S.C | Mumbai Board | $$2^{nd}$$ |

**WORK EXPERIENCE:-**

* Worked with **P. D. Gajra Tax Consultant** as a Data Entry Operator for 11 months.
* Working with Indian Coast Guard (Semi Govt) as a Office Boy Cum Computer Operators.

**OTHER QUALIFICATION**:-

* Basic Computer Fundamentals.
* MS-CIT, Tally ERP 9, Internet.
* Microsoft Office 2007

**STRENGTH:-**

* Hard working.
* Good communication skills.
* Loyal.
* Punctual.

**PERSONAL DETAILS**:-

**Father’s Name** : Khimji Tribhuvan Babaria

**Date of Birth** : 18th Nov, 1988.

**Gender** : Male

**Nationality**  : Indian

**Marital Status** : Unmarried

**Languages Known** : English, Marathi, Hindi and Gujrati.

**Hobbies**  : Playing Cricket, Travelling & Listening Music.

**DECLARATION**

I hereby inform that the above details are correct & true according to the best of my knowledge.

**Date:-**

**Place: Navi Mumbai. (Dipesh Khimji Babaria)**