

BIO-DATA

SANDHI TAUSHIF AHMED MUSABBHAI

Communication Address:

Near Tin Darwaja,
Bhoifali,
Nani Bazar,
Palanpur – 385001



Contact No: +91 9428944489, **Email :** onlytosif@gmail.com

Personal Details:

Date of Birth : 18th May, 1989
Languages known: Gujarati, Hindi, Urdu
Marital Status : Unmarried
Hobbies : Reading and Photography

Qualification:

Exam Passed	Board/University	Year of Passing	Percentage	Subject
SSC	G.S.E.B.	MARCH-2004	53.14%	GENERAL
HSC	G.S.E.B.	March-2006	68.27%	Arts
B.A	H.N.G.Uni., Patan	March –2009	50%	Gujarati
D.Ed.Spl.Ed (IDD)	NIEMPD	July-2024	80.41	IDD

Computer Adequacy : Passed CCC Exam,
MS Office
Photo Shop & Corel Draw
Page maker
Tally Accounting Software

Experience:

Sr	Name of Institution	Nature of Duty	Affiliated With	Work Duration
1	Vidyamandir Trust, Palanpur	Accounts Clerk	Trust	01-08-2010
2	Smt M. K. Mehta Pragnachakshu Vidyalay	Accounts Clerk	Director Social Defense office, Gandhinagar	01-08-2014 To 30-10-2022
3	Shri P K Mehta College of Special Education	Accounts Clerk	Registrar, Hemchandracharya North Gujarat University, Patan	01-08-2014 To Till Date

Nature of Work:

- To maintain and Update accounts of institutes run by the Trust, to prepare budget for these institutes and to get the accounts audited by internal auditors. To prepare salary sheets, service books and other statutory statements for these accounts.
- Correspondence of Institute viz. maintaining Inward / Outward Mail registers and distribution of mail among all the institutes managed by the Trust.
- Experience about all the work with Hemchandracharya North Gujarat University and the Government.

Reference:

1. Mr. Shialeshbhai Limbachiya
Manager -HR
Vidyamandir Trust, Palanpur
Taley Baug, Nr. Meera Gate,
Palanpur – 385 001
02742 – 250215
91-9998819759
2. Mr. Shivrambhai Prajapati
Chief Accounts Officer
Vidyamandir Trust, Palanpur
Taley Baug, Nr. Meera Gate,
Palanpur – 385 001

(Tausifahmed Sandhi)