

# YOGINI PATEL

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## Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

## Education

Course	University/ Board	Name of institution	Year of passing	%
B. com(HR)	MSU	The Maharaja Sayajirao university of baroda	2020	75.8
H.S.C	C.B.S.E.	Kendriya vidhalaya no1 cuttack, odisha	2017	84

## Experience

### 1. aMarketForce (I) Pvt. Ltd.( Process executive)

Job responsibilities:

- Research and lead generation.
- Cold calling.

## Skills

- Proficient with computer skills.
- Microsoft office proficient.
- Tally with GST
- Tata Consultancy Services training.
- Team player
- Empathy and conflict management
- Strong written and communication skills
- Scheduling

- Employee relationship.
- Budgeting
- Corporate law.

## Achievements

- NCC cadet with CPL rank[2017-2020].
- Ex class representative at university.

## Personal info

Father's name - Jagdishbhai

Contact no - 7978612970

Email - patelyogini13@gmail.com

Address - Meghaninagar, ahmedabad-382340

Sex - female

Hobbies - Creative writing, dancing, swimming

Language - English, Hindi, Gujarati

## Declaration

I hereby declare that all the information provided above is true and correct to the best of my knowledge and I bear the responsibility for the correction of above information.

Yogini Patel