

# Curriculum Vitae



**KOMAL VORA**



## Work Experience

**OPERATION EXECUTIVE**  
SHAREKHAN LTD

**3.5 YEARS**

- To encourage the customers for company's product live sessions, give information's and make arrangements for the same.
- To solve queries of the client ( Like Account opening - closing, stock holding, ledgers, bills, stock transfer, DRF, client master change, brokerage change, reply to client mails, monthly ledger confirmation etc...)
- To maintain and provide daily/weekly/monthly MIS report to sales managers, sales team and B.M. (brokerage, account opening, petty cash and routine work)
- Coordinate with sales team and R.M team.
- To handle branch Pay-In & Pay-Out, daily brokerage, branch petty cash - filing & entries of bills in system etc..
- To check account opening Form - processing & submission at HO

**TEAM LEADER**  
RUSHABH STOCK

**4 YEARS**

- To generate maximum clients and sell the company product
- Providing directions, instructions and guidance to group.
- To motivate and encourage team member through the work process and builds morale.
- Development of strategy & providing training to team members in such a way to achieve the target/goal within time frame.
- To solve the queries of clients, payment.

**CUSTOMER CARE EXECUTIVE**  
ESSAR GROUP

**6 MONTHS**

- To handle all incoming calls from customer for various reasons ( Reg. orders, inquiries, complaints)
- Resolving customer queries give satisfactory reply and verify account details.
- Submission of total report to our Seniors.

**AUDITOR**  
SANJAY VASTUPAL & CO.

**6 MONTHS**

- To check balance sheet & Profit & loss account.
- To handling all company files n submit at time.

## Profile

To be the best I can be by my own judgment and on my own values. To be a part of a team and contributing to the organization, and enhancing my knowledge and skills, both as a professional and as a human being. I believe only in Smart & Hard work.

## Contact



+91- 919638938669



Komalv8985@gmail.com



Jivrajpark,  
Ahmedabad.380051

## Languages Known

English, Hindi, Gujarati

## Interest

Zeal to Learn, Fabric / Dress Designing, Reading, Listening light music

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## Personal Details

DOB: 10 Sept 1985  
Status: Married  
Nationality: Indian

## Ref.

1] CA Kaushal Shah  
Proprietor

M: +91- 9099039920

2] Bhavin Patel  
Area Operation Head  
- Sharekhan

M: +91-9924008484

## Education

Master of Commerce  
Gujarat University  
2007 - 2008

Bachelor of Commerce  
Gujarat University  
2004 - 2006

Fashion Designing Course  
NIFD  
2007-2008

**Additional** : NISM ( Depository operations)

## Skills

- Good communication
- Time Management
- Ambitious and committed to excellence
- Decision Making
- Customer Service Skill
- Leadership skills
- Coping with pressure
- Analytical skills
- Effective Listening
- Initiative
- **Computer Skills** : MS Office and Internet Savvy

Best Regards,  
**KOMAL VORA**

Place: Ahmedabad