

# Kinjal Vishnukumar Vaid

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## Summary

- To utilize blend of my knowledge, to confront challenges posted to the organization and to contribute ideas leading towards growth and development of the organization
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## Experience

- 1

Company name: Arihant Hospital

Duration: 1 year

Designation: Back Office Assistant (Tally Operator cum Computer Operator)

Inespatch Document No

Buyer's order No

- Preparing Letters in Word

Maintaining Billing Entries

Reporting Daily to Manager

Checking and Composing Mails

gvery Note Date

Experience-2

Company name: Emerald Honda

Duration: 2 Years

Designation: CRE Post

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- Preparing Document

Checking and Composing Mails

Sales Executives

Experience-3

Company name: Photo Orange

Duration: 2 Years

Designation: Sales Executive

AHMEDABAD-380 009

SWASTIK CROSS ROAD

B/B SILVER SPRING

- Tele Calling

Preparing Document

Checking and Composing Mails

Sales Executives

Follow-up with clients

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## Education

- Passed M A from Gujarat University with 60% in the year 2016

Passed B A from Gujarat University with 60.00% in the year 2014

Passed H.S.C from G.H.S.E.B with 61.00% in the year 2011

Passed S.S.C from G.S.E.B with 59.23% in the year 2009

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Mall Shreeshantinath papers.gmail.com

State Name Gujarat Code: 24

OSTINUIN 24BBDPS 1001J1ZL

(O) 070-20504661 M937

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## Skills

- 2793

Typing Speed 40 wpm (English)

MS-Office (MS-Word, MS-Excel & Power Point)

Internet Explorer

Advance Excel

Reason for Change: for better Future Prospect

Personal Strength: Committed, Optimistic, Quick Learner and Adaptable

Other Reference

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