

# ***RICHA U. PARIKH***

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## **CAREER OBJECTIVE:**

*A position in a results-oriented company that seeks an ambitious and career conscious person where acquired practical skills and management education will be utilized towards continued growth and advancement.*

## **PERSONAL DETAILS:**

Name: Richa Utsav Parikh

Date of Birth: 21st March, 1992

Marriage Status: Married

Address: H-302, Satej Apartment, Opp.Grand Cambay Hotel  
Nr. Surdhara Circel, Thaltej, Ahmedabad – 380054

Present Location: Ahmedabad, Gujarat

Contact Number: +91 9913073230, +91 9909970287

Email Address: [richa.dhokai1992@gmail.com](mailto:richa.dhokai1992@gmail.com)

## **EDUCATIONAL ATTAINMENT:**

### **2013 DIPLOMA IN EVENT MANAGEMENT**

*Institute: National Academy of Event Management and Development (NAEMD)  
Class: First*

### **2013 B.E. INFORMATION TECHNOLOGY**

*Institute: Ahmedabad Institute of Technology  
Rank: 7<sup>th</sup> SEM SPI: (6.79) & 8<sup>th</sup> SEM SPI (7.00)*

### **2009 HIGHER SECONDARY EDUCATION**

*School: Swastika's Sattva Vikas School Ahmedabad.  
Class: Second*

## **HOBBIES AND INTERESTS:**

*Art, Literature, Travelling, Music and Pets.*

**SKILLS AND STRENGTHS:**

*Good analytical ability, self – motivated and well organized excellent leadership skills.*

**Computer Skills:** Microsoft Office  
Internet

**Languages known:** Hindi (Proficient)  
English (Proficient)  
Gujrati (Proficient)

**PROFESSIONAL EXPERIENCE& TRAINING:**

**Organization:** **Franwerkz Consulting.**  
DOJ: 19/11/2020-Present.  
Designation: Senior Operation Manager.

**Organization:** **IDFC FIRST BANK**, Ahmedabad  
Duration: July 2016 to November 2018  
Designation: Senior Officer (Flexi Banker)

**Responsible for** – Teller, Operations, Sales.

**Reward:**

*Excellent Performer in Customer Service during Annual Function of IDFC Bank – Year 2016-17*

**Organization:** **SHERIDAN HEALTHCARE** (Offshore Support), Ahmedabad.  
Duration: January 2015 to October 2015  
Designation: Clinical Support Engineer

- **Responsible for** – International Client Servicing  
Clinical Application Support (EHR)

**Organization:** **UTSAV HOSPITALITY**, Ahmedabad  
Duration: November 2013 to December 2014.  
Designation: Event Executive

- **Responsible for** – Client Service and Wedding Planning  
Overall Hospitality management  
Co-ordination with vendors

***Training: TRAINING IN EVENT MANAGEMENT***

*Work: More than 10 Event Companies*

*Duration: January 2013 to October 2013*

*Learning and Findings: Learned market analysis and research.*

*Back office work, Client service and Wedding-Corporate events.*

***Total Work Experience: 4.5 Years***

***DECLARATION:***

*I hereby declare that the above information is true to the best of my knowledge.*

***Place:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

***(Signature)***