

**Prajapati Ankita**

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**E-mail:** Prajapati.niki26@gmail.com

**D.O.B.:** 26<sup>th</sup> August 1994

**Languages:** Gujarati, Hindi, English

**Hobbies:** Cooking, travelling, Listening songs

**Status:** Married

B-303, Vaidehi-2 residency, b/h H.P. petrol pump, K-road, Vavol, Gandhinagar -382016

### **Career Objective**

To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.

To build career in a growing organization. Where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organization goal and climb the career ladder through continues learning and commitment.

### **Education Details**

- ❖ Shri Chimanbhai Patel Institute of Business Administration  
B.B.A. with 5.55 % | Gujarat University - 2014
- ❖ Gyanda Girls high school  
H.S.C. with 63.33 % | GHSEB – 2011
- ❖ I.D. Patel high School  
S.S.C. with 62.77% | GHSEB – 2009

### **Skills**

- ❖ Computer Knowledge of MS office, Internet
- ❖ Tally
- ❖ Corel Draw
- ❖ Photoshop

### **Personal Strength**

Hardworking and having Motivation Skills. Leadership Skills, Fast learner and having decision maker.



## Experience

- ❖ Commodity Online India Limited - As A relationship Executive – 2015-16 – 1 Year
- ❖ Super Techno vision - As A Computer operator in data Collection –  
25<sup>th</sup> Feb. 2016 to 10<sup>th</sup> Feb. 2017 – 1 Year
- ❖ Supan Financial Services - DSA – Back-office Executive  
  
13<sup>th</sup> Feb. 2017 to 30<sup>th</sup> April 2019 – 2.2 Year
- ❖ Hitachi Hi-Rel Power Electronics Pvt. Ltd. - Division I-Power – Officer- Customer Support  
22<sup>nd</sup> July 2019 to 19<sup>th</sup> Nov 2019