

BHAGYASHRI JANSARI

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JOB OBJECTIVE

To be a Continuous Learner and be the Best Performer in your Organization. To give my best, when any Challenge and Responsibility is Handed to me and want to learn and earn and establish myself as a better and improved person tomorrow to serve my work.

SUMMARY

- Having 7 Years of Experience as **HR, Document controller, Data entry operator & Computer Operator**.
- Currently Associated with **AMBIMAT ELECTRONICS Pvt. Ltd. Ahmedabad (Gujarat)** as **HR**.
- An Ambitious & Determined having good problem-solving abilities & willingness to learn.

WORK EXPERIENCE

➤ **Company Name** : **AMBIMAT ELECTRONICS Pvt. Ltd. Ahmedabad (Gujarat)**
Duration : April 2017 to till present (**3 Years + Running**)
Designation : HR & Document controller

Job Responsibilities:-

- Salary Work Report Related Work.
- Interview Related Work (Resume Selection, Exam & Interview Arrangement for **SAC ISRO, PRL & AMBIMAT ELECTRONICS Pvt. Ltd. Ahmedabad (Gujarat)** as per Requirement.
- Other Office Related Work (Data entry, Selected Candidate Contract Paper Related etc....)
- Answer phone's or assists at counter and provides information, as required.
- Record data & scanned documents into the system.
- Maintain filed documents in neat and orderly manner.

➤ **Office Name** : **District Planning Office, Ahmedabad (Gujarat)**
Duration : May 2014 to April 2017 (**3 Years**)
Designation : Computer Operator & Data entry operator

Job Responsibilities:-

- MP & MLA Grant Distribution.
- Data entry.
- Answer phone's or assists at counter and provides information, as required.
- Record data & scanned documents into the system.

➤ **College Name** : **District Collector Office, Ahmedabad (Gujarat)**
Duration : August 2012 to April 2013 (**9 Months**)
Designation : Computer Operator & Data entry operator

Job Responsibilities:-

- SCC & URD Related Data entry.
- Assist in the filing and storage of back up data files.
- Receive documents from various departments & verify prior to input.
- Record data & scanned documents into the system.
- Answer phone's or assists at counter and provides information, as required.
- Maintain filed documents in neat and orderly manner.
- Assist in the filing and storage of back up data files.

ACADEMIC DETAILS

- **B.A. (Psychology)** from Gujarat University with 54% in 2020.
- **12th (Arts)** from Gayatri Vidhyalay, Ahmedabad (Gujarat) with 45% in 2013.
- **I.T.I. (STENO)** from I.T.I Kuberanagar, Ahmedabad (Gujarat) with 70% in 2011.

- **10th** from Navyug Vidhyalay, Ahmedabad (Gujarat) with 43.14% in 2010.

COMPUTER SKILLS

- Operating System : Windows XP/Windows 7/8/10
- Office Package : Microsoft Office (Word, Excel, PowerPoint).

AREA OF INTEREST

- **Administrative, Financial, Accounting Auditing & Taxation** Related work.
- **HR** Related All Works.

PERSONAL DETAILS

- Date of Birth : 13 September 1994
- Languages Excellency : English, Hindi & Gujarati
- Marital Status : Single
- Nationality : Indian
- Address : H-405, Devanandana Sankalpa City, OPP. 108, GVK Emergency, Kathwada Road, Village-Nava Naroda, District- Ahmedabad (Gujarat), Pin Code- 382330.

HOBBIES AND INSTRESTS

- Learning New Arts
- Interactive with new People
- Reading