

## **Resume**

### **Damini N Savlani.**

#### **Residence:-**

448/2675,  
Shublaxminagar,  
chandkheda,  
Ahmedabad -382424

**Contact :- +91 7046122478**

**E-mail :- daminisavlani64@gmail.com**

#### **Profile Summary:**

Manager & Receptionist with over 1 year experience at Black Paper salon . Diplomatic, personable & adept at Managing sensitive situations, highly organized and good at Team work.

#### **Experience:**

##### **1. Black paper Salon.**

##### **Job Responsibilities:**

- Posted as a Manager & Receptionist.
- All computer related work.

**Academic Qualification**

<b>Sr.</b>	<b>Examination</b>	<b>Board</b>	<b>Year</b>	<b>Percentage</b>
1	B.com	G.U.	2020	Running
2	HSC	GSEB Board	2019	76
3	SSC	GSEB Board	2017	47

**Operating Knowledge**

**Software : Microsoft office, Tally.**

### **Languages**

- English : Professional Working Proficiency
- Hindi : Native or Bilingual Proficiency
- Gujarati : Native or Bilingual Proficiency

### **Skills**

- Active Listening
- Communication
- Customer Service
- Management
- Problem-Solving
- Team Work
- Critical Thinking

### **Personal Details:**

Date of Birth : 08-June-2001  
Gender : Female  
Marital status : Unmarried  
Contact No : 7046122478

Place : AHMEDABAD

**Damini N Savlani.**