**RESUME**

**Chaitali Shankarbhai Parekh**

Tenament -3, Vallabhpark Society,

D- Cabin, Sabarmati,

Ahmedabad – 380 019

Gujarat.

+91-9904530764

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**KEY SKILLS:**

* Knowledge of Humane Resource & Back office Operation with Good communication skills.
* Web search work and MS Office knowledge

**OBJECTIVE:**

To Secure Long Term Association With An Organization Where I Can Successfully Utilize My

Skills And Make My Carrier With the Company’s Growth

**ACHIVEMENTS**:-

* Awarded as Best Employee in Quality Accuracy in whole entire Support Department in **Reliance Azure.**

**WORK EXPERIENCE**

Career Progression

* **Reliance Communication Ltd**, **Ahmedabad**

(Telecom Company)

Tele Caller (Collection Department) July 2008 – January 2008

* **Reliance Azure , Ahmedabad** Feb 2009 – Oct 2009
* (BPO Company)

Customer Service Representative (Support Department)

* **Vimal Priority , Ahmedabad** Nov 2009 – March 2010

(Stock Market Advisory Company)

Business Develiopment Executive (Sales Department)

* **Divine Fincap Services Ltd , Ahmedabad**  April 2010 – March 2011

(Stock Market Advisory Company)

Operation Executive (Operation Department)

**Money Shine FIncap Services Ltd, Ahmedabad** April 2011- TILL DATE

(Stock Market Advisory Company)

Hr & Operation Executive (HR & Backoffice Department)

**ACADEMIC BACKGROUND**

* Bachelor of Commerce with Accounts (2009)

Gujarat University (52%)

H.S.C with 65% (2006)

S.S.C with 59% (2004)

**PERSONAL DETAILS**

Birth Date : 02.08.1988

Gender : Female

Marital Status : Unmarried

Hobby : Reading, Travelling, Music

Language Proficiency : English, Hindi, Gujarati

**Yours Faithfully,**

**(Chaitali S.Parekh)**