**JIGNA VAJA**

N-A/3 YOGESHWAR PARK SOC, BAPUNAGAR

City, AHMEDABAD:380024

***Telephone: 9081677326, Email Id: jignavaja96@gmail.com***

**ACADEMIC QUALIFICATION**

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| --- | --- | --- | --- | --- |
| **Qualification** | **Board/University** | **Institution/**  **College** | **Year Of Passing** | **Percentage** |
| **B.A** | Gujarat university | B.V.D ARTS AND COMMERCE | 2015 | **68%** |
| **S.S.C** | G.H.S.E.B. | SHREEJI VIDHYALAY | 2006-07 | **65%** |
| **H.S.C** | G.S.E.B. | SHREEJI VIDHYALAY | 2008-09 | ***64%*** |

***PROFESSIONAL QUALIFICATION***

* Good Communication Skills.
* Good Experience in Customer Handling
* Basic,M.S Office & Tally

**CAREER EXPERIENCE**

**1 2007-2008 :-H.D.F.C BANK.**

**Designation :- VERIFICATION RECOVERY (A.C)**

**2) 2008-2010 :-CITY BANK CREDIT CARD**

**Designation :- TALLY CALLER**

**3) 2010-2014 :- VISION PUBLICITY**

**Designation :- BACK OFFICE EXECUTIV**

**4) 2014-2015 :- CORNEA FOUNDATION EYE HOSPITAL**

**Designation :- OT ASSISTANT. FLOOR ASISTANCE**

5) **2016** **TO 2018** :- **STERLING CANCER HOSPITAL**

**Designation :- RADIATION OPD, PET CT COORDINATION, FRONT DESK.**

**6. 2018 TO 2019 :- SARDAR VALLABHBHAI PATEL**

**Designation :- OPD CO-Ordinator.**

**7. 2019 Till Dated :- Occura Eye Care Hospital.**

**:- OT Assistant (Dr.Mayuri Khamar & Dr.Ramindersingh) & Counselor.**

**Key Performance Areas:**

* **Counseling the patient/Relatives for procedures & Surgery.**
* **Pachy (Zeiss) Machine.**
* **P.S.O CT**
* **Fundus Photo**
* **OT Assist with Surgeon.**

**SIGNIFICANT STRENGHTS:**

* Positive attitude, Quick learner and Well-organized
* Good presence of mind.
* Confident having excellence communication skill and maintaining team work.
* Highly self-motivated, Honest and hard working individual.
* Adopting New Environment.

**PERSONAL DETAILS**

* **NAME : JIGNA H VAJA**
* **DATE OF BIRTH : 12-09-1989**
* **MARITAL STATUS : MARRIED**
* **NATIONALITY : INDIAN**
* **LANGUAGES KNOWN : ENGLISH, HINDI, GUJARATI,MARATHI**

**DECLARATION**

I do hereby declare that the particulars furnished by me are true to best of my knowledge.

**Place:** Ahmedabad.

***Jigna H Vaja***