***Contact Address: Q-301, Ghanshyam Complex,***

***Near New Over Bridge ,***

***Chandlodia,***

***Ahmedabad – 382481***

***Gujarat, India.***

***Contact Number: 9974664282***

***E-mail:*** [***stacey235095@gmail.com***](mailto:stacey235095@gmail.com)

***KAKSHA HARDIK MISTRY***

***OBJECTIVE***

*To carve out a niche for my career where I can prove my abilities, talent towards the organization. Also to work hard and contribute towards the company and for my personal growth, with commitment to deadlines and schedules and a strong dedication towards the organization.*

***EDUCATIONAL QUALIFICATION:***

* Diploma in Home Science from Mumbai University.
* S.S.C from Mumbai University

***ADDITIONAL QUALIFICATION:***

* Fashion Designing
* Computer Basics and Internet

***PROFFESIONAL EXPERIENCE:***

March 2014 – **P MAINSH EXPORTS PVT LTD, MUMBAI**

* Has 1 year of experience as an **Associate in opeartions**
* Co-ordinating with the Clients
* Managing and fixing appointments
* Issuing of the bills pertaining to import & export of diamonds

August 2013 - **LETS TALK ACADEMY, MUMBAI**

* Has 1 and half years of experience as an **HR Counsellor**
* One to one counselling to students
* Making outbound calls as well as resolving students queries
* Follow up with students for fees.

Jan 2012 - **HI-TECH BPO SOLUTION PVT LTD, AHMEDABAD**

* Has one and a half year of experience as an **Editor**
* Provide assistance to the US based clients
* Provide assistance to the auditor’s report
* To analyze the report and correct it

August 2011 - **MONEY CARE PVT LTD, AHMEDABAD**

* Has one year of experience as a **Customer Service Representative**.
* To help the banks in recovering the debts of us based clients
* To ensure timely payments of credit cards
* To give a reminder for timely payment of medical bills

March 2008 - **VODAFONE ESSAR LTD, AHMEDABAD**

* Has two years & five months of experience as a **Customer Service Representative**.
* To assist the customers in giving information about different schemes
* To give a reminder for timely payment of Post Paid bills
* To provide information of the first paid bill
* To help the customer in resolving their issues
* Retention of customers

***PERSONAL DETAILS:***

***Date of Birth*** : 22nd August, 1984

***Marital status*** : Married

***Languages Known*** : English, Hindi, Gujarati and Marathi.

***Expected Salary***: As per Negotiation

Sd/-

**Place : Ahmedabad** **Kaksha Hardik Mistry** (9974664282)