**MOTTO**

To enhance Professional skills in Dynamic and stable Organization. To optimize my knowledge, skills, and ideas to attain a position in the corporate world, help the firm and my carrier to reach the next progressive level.

**EXPERIENCE :-**

**MUTHOOT FINCORP LIMITED**

**(February 2015 to continue)**

* Prepare MIS, & Audit Query Rectification Report
* Prepare all other Reports & Bank Reconciliation
* Appraise Gold & Manage Cash, Customer Relation
* solve the query of the customer

**K- LINK HEALTH CARE (INDIA) PVT LTD**

**(September 2009 October 2013)**

**I have been worked as SAPPHIRE MANAGER Post in K-LINK HEALTHCARE (INDIA) PVT LTD.**

**VALECIA HEARBS PVT LTD**

**(January 2014 to January 2015)**

**I have been worked as Lady Leader Post in VALECIA HEARBS PVT LTD.**

**Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **University** | **Year of Passing** | **Percentage** |
| T.Y.B.A | GUJ.UNI. | 2013 | 51.50% |
| H.S.C | G.S.E.B | 2005 | 73.83% |
| S.S.C | G.S.E.B | 2003 | 58.43% |

**STRENGTHS:-**

* **Adaptability to change**
* **Ability to develop contacts**
* **Flexibility**
* **Good communication skill**
* **Good self confidence**
* **Positive attitude**
* Date of Birth : 13 August 1988
* Marital Status : Unmarried
* Nationality : Indian
* Languages Known : Gujarati, Hindi and English

**References**

|  |  |  |
| --- | --- | --- |
| **Name** | **Designation** | **Contact No** |
| Mr. Arman G. Joshi | National trainer (NHPL) | 9904082597 |
| Mrs. Hansa Kadia | Branch Manager (MFL) | 9924441069 |

**Objective**

I hereby declare that the above details are true to the best of my knowledge and that I’ll do my best for the good of the organization.

Yours Faithfully

MITTAL CHAUHAN