**BIO-DATA**

**NAME :NIDHI PRAKASH CHAVDA**  **DATE OF BIRTH:08/06/1990**

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| --- |
| **ADRESS FOR COMMUNICATION** |
| C-38,RAJIVANAGAR-3,SHREYAS TEKRA, |
| MANEKBAUG ROAD, AMBAVADI. |
| **PIN NO:**380015 |
|  |

**MOBILE NO.8401902228**

ID:chavdanidhi22@yahoo.com

**GENDER**: FEMALE

**CASTE CATEGORY** :SC

**FAMILY MEMBERS :**

|  |  |  |
| --- | --- | --- |
| **NAME** | **RELATIONSHIP** | **OCCUPATION DETAILS** |
| PRAKASH CHAVDA | HUSBAND | PLUMBER CONTRACTOR |
| LAXMIBEN CHAVDA | MOTHER IN LAW | HOUSE WIFE |

PLACE OF DOMICIE (NATIVE): CITY **AMRELI STATE: GUJARAT**

|  |  |  |  |
| --- | --- | --- | --- |
| LANGUAGES KNOEN: | TO READ | TO WRITE | TO SPEAK |
| MOTHER TONGUE: GUJARATI | YES | YES | YES |
| ENGLISH | YES | YES | YES |
| HINDI | YES | YES | YES |

**EDUCATIONAL QUALIFICATION**-10TH standard onwards:

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATION** | **NAME OF SCHOOL/UNIVERCITY** | **MONTH & YEAR OF**  **PASSING** | **PERCENTAGE OF MARKS/CLASS** |
| 10TH BOARD | M.B.PATEL HIGH SCHOOL | MARCH-2005 | SECOND CLASS |
| 12TH BOARD | M.B.PATEL HIGH SCHOOL | MARCH-2007 | SECOND CLASS |
| T.Y.B.A.(ENGLISH LIT.) | GUJARAT UNIVERCITY | APRIL -2010 | SECOND CLASS |

**EXPERIENCE /SERVICE DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF THE EMPLOYER & DESIGNATION** | **PERIOD OF EXPERINCE** | | **NATURE OF DUTIES PERFORMEND** |
| **FROM** | **TO** |
| PRIME CUSTOMER SERVICES  AT FRONT DESK | 01-01-2010 | 30-05-2010 | PREPARE INVOICE & OTHER DOCUMENTS |
| SHREE GANESH DYE CHEM | 01-06-2010 | 30-12-2010 | PREPARE VOUCHER,INVOICE ETC FOR EXPORT |
| KOMAL AMIN EXPORT PVT.LTD  AS AN EXPORT DOCUMENT | 01-01-2011 | CONTINUE……. | PREPARE PRE & POST DOCUMENT SET, MAKING INVOICE & PACKING LIST,BRC,SHIPMNET DOCUMENT ETC. |

**ANY SPECIAL ACHIVMENTS: M.S.OFFICE YOURS FAITHFUL**

**NIDHI CHAVDA**