VIDHI V. PATEL,

117/2808, G.H.B.

Meghaninagar,

Ahmedabad.-380016.

CAREER VISION

To become expert over period of time through continues process of learning up gradation skills.

SELF APPRAISAL

* Possess excellent interpersonal & communication skills.
* Self Motivated & ability to work independently.
* Can work with wide range of people.
* Always on lookout for innovative ideas & development.

PROFESSIONAL EXPERIENCE

ADMIN & EXECUTIVE SALES - Palm Greens Club

MAY 2015-Till Date.

* Provide administrative support to CEO, MD & other executives.
* Arrange & Coordinate of Packages Planes.
* Handling Incoming and Out coming calls.
* Maintained confidential records & files.
* Handlings walk in booking inquiries.
* Communicate with club members & solve their queries if any.
* Handlings Annual Maintains charges of Club Members.
* Maintain weekly update while assisting in planning of upcoming Events.

ACADEMIC DETAILS

* Graduation in Bachelor of Commerce from Aroma College of Commerce in Ahmedabad.
* PGDM in Export-Import & International Business Mgt from G.L.S. (study continue).

COMPUTER COMPITENCE

* Introduction to computer
* Windows-7,Window-XP
* MS-OFFICE, Internet
* Tally ERP 9.

PERSONAL DETAILS

* Name Vidhi Patel
* Date of birth 4th Jan, 1996.
* Language Known Guajarati, Hindi, English.

I would like to expose myself in an environment where my experience & interest would add value & my continued professional growth would be encouraged

Thanking You

Vidhi Patel.