**RESUME**

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***Personal Details:-***

Name : Priyank Trivedi

Father’s Name : Nitinkumar Trivedi  
Date Of Birth : 12th August 2002

E-Mail : priyank12trivedi@gmail.com

Contact Number : 8200086054

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***Career Objective:--***

To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

***Education & Learning:-***

***Academic Qualifications:-***

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board** | **Year Of Passing** | **Percentage/Grade** |
| Grade 10th | GSEB | 2018-2019 | 78% |
| Grade 12th (Commerce) | GSEB | 2020-2021 | 73% |

***Skills:-***

|  |  |
| --- | --- |
| **Core Skills** | Fluent English , Effective Communication Skills |
| **Software Skills** | Advance MS Excel and Word |
| **Tools Used** | MS Office |
| **Methods** | Flexible Work Approach |
| **Management Experience** | Accuracy, Problem Solving Approach |
| **Business Development** | Goal Oriented |
| **Adaptability** | Learning Attitude |

***Achievements:-***

Completed below mentioned certification courses on “Udemy”.

* Excel from Basic To Advance
* Effective Communication
* Communication Management

***References:-***

Will be provided upon request.

***Declaration:-***

I solemnly declare that all the above information is correct to the best of my knowledge and belief.