|  |  |
| --- | --- |
| **Permanente address** |  |
| **Sonara Priyanka ManuBhai** |  |
| 722,Indira Nagar |  |
| Giyod,Gandhinagar-382325 |  |
| Mail [-priyankasonara84@gmail.com](mailto:-priyankasonara84@gmail.com) |  |
|  |  |
| Contact Number-9723883495 |
|  |

**Current address**

**Bansini chali, duble line,**

**Opp Ashok mill,**

**Naroda road**

**Ahmedabad : 382325**

**Summary**

* 6 Years worked as a Data Entry Operator with Alfa Courier service Pvt.Ltd Ahmedabad.
* **Current work profile**

Working in Velex Logistics Pvt. Ltd. (Ahmedabad) as a customer service.

* Handling customer complaint & Coordinating with clients to fulfill their requirements
* Send final MIS report to customer and maintain to MIS Data
* Analyze the Service Center performance, investigate, delays deliveries and obtain reasons, ensure timely deliveries
* **Academics**
* B.A-Gujarat University Ahmedabad Rajasthan (2005)

**Skills**

|  |  |
| --- | --- |
| MS-Excel | Data sorting, filter, formulas: lookup, etc. |
| Language | Gujarati,Hindi,English |

**Personal Details**

|  |  |
| --- | --- |
| DOB | 19-Nov-1984 |
| Marital Status | Married |