**Ruchita Maheshbhai Gajjar**

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| M 50/594 AMBIKA APPARTMENT  132FT RING ROAD  NARANPURA, AHMEDABAD  **M-9898413036** |

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| **Objectives** |

* To gain excellence & achive goal with my hard work & confidence. I want a job environment that encourages me to grow personally, as well as professionally.

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| **Educational Qualification** |

* S.S.S Passed
* H.S.C Passed
* B.com Passed

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| **Other Qualification** |

* Basic knowledge of computers such as word, excel, power point, internet etc.
* Also Knowledge of Accounts software

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| **Strengths** |

* Hardworking and eager to learn
* Optimistic and a good speaker

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| **Work Experience** |

* Worked with IDEA CELLULAR LTD as a customer care executive
* worked in ISRAEL as a volunteer (ADMIN)
* worked in Singapore as a customer care receptionist
* worked with ISRAEL as a volunteer (ADMIN)

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| **Primary responsibilities** |

* Handling customer QRC
* Add on promotions & product sales
* Monitoring showroom upkeeping, staffing

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| **Personal Interests** |

* Work in foreign country
* Social work

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| **Personal Details** |

* Name : Ruchita M Gajjar
* Date of Birth : 22th june 1991
* Linguistic skills : 1.English
* : 2.Hindi
* : 3.Gujarati
* Height : 5’2
* Weight : 50lKG