RESUME

**MANDOWARA SHIVANI ANILKUMAR** Address: 3,JANKI ROW HOUSE DUPLEX ADISHWAR NAGAR NARODA

AHMEDABAD-382330

[E-mail:-shivanimandowara.1998@gmail.com](mailto:-shivanimandowara.1998@gmail.com) Mobile No:-8320078678

CAREER OBJECTIVE:

I Want a highly rewarding career where I can use my skills and knowledge to help the company And any coworkers is successful.

Skills set:

* Strong Problem Solving Ability
* Good Communication skills,
* Quick Learner

EDUCATION QUALIFICATION:

|  |  |  |  |
| --- | --- | --- | --- |
| QUALIFICATION | BOARD/UNIVERSITY | YEAR | PERCENTAGE |
| M.COM | GUJ.UNI | 2020 | 62% |
| B.COM | GUJ.UNI | 2018 | 58% |
| H.S.C | G.H.S.E.B. | 2015 | 69% |
| S.S.C | G.S.E.B. | 2013 | 66% |

COMPUTER KNOWLEDGE:

* BASIC MS OFFICE
* Tally

PERSONAL DETAILS:

Religion : Hindu

Nationality :Indian

Date of Birth :15/02/1998

Gender :Female

Languages Known :English,Hindi and Gujarati. Marital Status :Unmarried

Hobby

* Listing To Music
* Travelling
* Reading

Personal Skill:

* Honest
* Hard Working
* Self-Motivated

Work Experience:

2.5 Years in INDIA FIRST LIFE INSURANCE as PHONE MANAGER

( 1st June 2019 to till Date )

**Roles and Responsibilities**

1. I am working in India ﬁrst life insurance company as an Phone Manager.
2. I am handling Customer queries, making calls for veriﬁcation, collecting all mandatory documents with customers/ Branch head.
3. Maintain excel all the transactions which I have done in whole day.
4. Also I am collecting the renewal amounts

DECLARATION:

I Confirm that information provided above is true and correct to the best of my knowledge and

belief.

Date: Yours Faithfully,

Place: Ahmedabad SHIVANI