**Avani Chavda**



**E-Mail:** anniechavda21@gmail.com **Phone**: 91-8866221474

**Officer at Adarsh Credit Co.Operative Society Ltd. Ahmedabad.**

Location Preference: **Ahmedabad**

**PROFILE SUMMARY**

* 4 years of experience in finance field
* 2 Years of experience in Maruti Impex as an Account assistant and HR Assistant
* 2 .5 Years of Working in India’s Best Co.Operative Society as and officer in CRM Dept.
* Having knowledge of SAP.
* Hands on experience in Outbound Sales process,Inbound process
* A go-getter with Good communication, coordination capabilities
* Working Attitude & willingness to learn new things
* Can work in rotating shifts.

**CURRENT POSITION**

**Position:** Officer in CRM Department at Adarsh Credit Co.Operative Society Ltd. From May 2016

**Role & Responsibilities**:

* Handing Inbound and outbound process
* Loan Verification Process

**PREVIOUS POSITION**

* **Position:** Account Assistant and Hr Assistant

**Role & Responsibilities**:

* Maintaining Accounts on ERP
* Maintaining Attendance ERP for regular output

**Experience: 4** Years

**Notice period:** 1 months

**ACADEMIC DETAILS**

2014 **MBA** (Masters in Business Administration ),SIM , Bhavnagar, Gujarat

2012 **BBA** (Bachelors in Business Administration ),SSCCM, Bhavnagar, Gujarat

2009 **12th** from St. Xaviers Higher Secondary School, Bhavnagar, Gujarat

2007 **10th** from J.J.Mehta School, Sihor, Gujarat.

**PERSONAL DETAILS**

Name : Avani Chavda

Father’s Name : Atulkumar Chavda

Date of Birth : 21-08-1992

Language Known : English, Hindi, Gujarati

Address : GHB- Gujrat Housing Board ,Virsavarkar Heights-01, O-1305, Block -Hiran , Gota - 382481,Ahmedabad.

**References :**

Glad to provide if needed.

**Declaration :**

I here by declare that the Information provided by me is true to the best of my knowledge .

**Avani A. Chavda**