

VIDHI RAI

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Seeking a position with Key and note where I can harness my good skills, familiarity with Microsoft office and administrative skills to create a workplace that is more effective and efficient.



Education

- H.S.C from Bright school, Vadodara with 64% (2020)
- S.S.C. from Bright school, Vadodara with 75% (2018)

Extra Curricular Activities

- Olympiad exams of maths, science and English
- Participated in inter school Dance competition
- Participated in inter school extempore competitions
- Knowledge of preparing documentary reports

Strengths and Weakness

- Creative
- Enthusiastic
- Hard-Working
- In a rush to complete tasks before the deadlines and stress myself in the process
- Being an open communicator, my style might be a bit blunt

Declaration

I do hereby declare that above information is true to the best of my knowledge.

Vidhi Rai,

Place:Vadodara, Gujarat

Highlights

- Good communication skills
- Effective personality
- Ability to work in group
- Operability and commitment
- Ability to maintain good relations with people
- Resistance to stress
- Good manners

Language

- English
- Hindi
- Gujarati

Hobbies

- Dancing
- Reading
- Painting