

# Vidhi Jadav

## Profession

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Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level [Job Title](#) position. Ready to help team achieve company goals.



## Skills

- TrackPro
- Safe workplace procedures
- Workplace safety
- Workplace security



## Work History



**Jan 2022 -  
Current**

### Kp Excellence

*Back Office Executive In Pd Department ( Personal Discussion Department) ,  
AHMEDABAD*

- Track Web mis - status update on Web
- Use-need help - online bcp - reports and all Web tools
- 100% complete reeport - Standard remarks - timely submission - no reorot pending at day end
- 100% photo with long lat within 5 hours
- Standard remarks - timely submission
- Web log in 9:30 am allocation tat maximum 15 to 20 minutes
- Make our office a great place to work



## Education



**Jun 2019 -  
Jan 2022**

### Master Of Commerce In Advance Accounting And Audit: Commerce

*Jg College Of Commerce - Ahmedabad*

I have done my post graduation degree in advance accounting and auditing in jg college of commerce at the year 2021 . \* currently in study llb running