

## ADMINISTRATION 1.7 YEAR

**Jinal Shah**

jinushah2414@gmail.com

8849452433

### CAREER OBJECTIVE

Work and learn that contribute best for the growth of the organization by continue developing and sharing my skill ability.

I would like to work challenging work for the organization.

Administrative tasks include answering and transferring phone calls, managing email enquiries, processing and transferring data, scheduling appointments and many other responsibilities that help maintain a productive office workplace.

### SKILLS

**Good communication**

**Typing speed**

**Excel word**

**Ms Outlook gmail**

**Data entry**

### EXPERIENCE

Nov-2021 - Jul-2023

**Ciara world**

Administration

Admin department

### EDUCATION

Degree/Course	University/Board	Percentage/CGPA	Year of Passing
SSC	GSEB	79.38 %	2016
HSC	GSEB	73.15 %	2018
B.COM	Gujarat University	First class	2021
M.COM	Gujarat University	Second class	2023

### HOBBIES

Music, Travel

### PERSONAL DETAILS

Address B-52-832, Krishna Nagar colony, naroda road  
Ahmedabad, Gujarat, 382345

Date of Birth 24/01/2001

Gender Female

Nationality Indian

Marital Status Single

Languages Known Gujarati, Hindi, English