

CHHIPA SIMRAN NADIMHUSEN

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📍 Santosh Nagar Ramrahim Tekra Behrampura Ahmedabad - 380022

Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Academic History

2017	Rahekhair Girls High School S.S.C 57%
2019	Rahekhair Girls Higher Secondary School H.S.C (Commerce) 62%
October 2021 To Present	S.V Commerce College B.com T.Y Running

Work Experience

10 October 2020 - 30 Jun 2021	AUM Imagineering Pvt. Ltd (Pakvan Cross Road, S.G Highway Ahmedabad) Data Entry Operator <ul style="list-style-type: none">• Making Entries In Companies Software.• Ability To Work Independently.• Ability To Perform Repetitive Tasks With a Accuracy.
3 August 2021 - 7 January 2023	Command And Control Center Paldi (Kochrab, Paldi Ahmedabad) Computer Operator <ul style="list-style-type: none">• Work As Computer Operator In CCRS Project.• Registered The Complaints Of Citizens In Companies Software.• Solve The Queries Of Citizens On Mail And Tweeter Platforms etc.

Skills

• Knowledge Of Tally. • Knowledge Of GST. • Data Entry Work. • Able To Work In Groups As well As Independently Too. • Grasp Things Easily. • Good Communication Skills.

Computer Skills

- Tally Erp9
- Intermediate MS Office
- Data Entry
- Email Drafting
- Basic Knowledge Of Computer
- Typing

Languages

• English • Hindi • Gujarati