



# BHAVESH JOTVA

(091) 851-1837283

bhaveshjotva07@gmail.com

Ahmedabad, India 380013

## SKILLS

- TECHNICAL SKILLS
- Knowledge of Autocade software
- also ravit software know
- Microsoft Office suite (Word, Excel, PowerPoint)
- Comfortable working in both Microsoft Windows 10
- Expert knowledge of Databases: Microsoft.

## PROFESSIONAL SUMMARY

- Enthusiastically completing work on time and in proper manner.
- Demonstrated effective communication and interpersonal skills with great listening skills provided the highest level of customer services.
- Ability to follow instructions well and manage duties independently requiring minimalsupervision.
- Expertise in client services, account management and relationship-building.

## WORK HISTORY

February 2021 - March 2021

**Team Coordinator**, Silver Oak College

- Coordinated a team of volunteers and ensured cooperation with organizations in the field
- Successfully completed event with team collaboration and mutual understanding
- Learned success with so many obligation.

January 2023 - April 2023

**Internship Student**, Site Engineers, Ahmedabad , India

- i complete my internship on site as a site engineer .

## EDUCATION

April 2023

**Bachelor Of Civil Engineering**

**Silver Oak College Of Engineering And Technology**, Ahmedabad, India

## ACCOMPLISHMENTS

- Awarded as hard working team member in event held by silver oak college of engineering and university named TedX talks in February 2021.
- Participated in Robotics Quiz Competition organized by Arambh technothon in September 2020.