

DHRUV MODI

Address:

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Summary

Virtual Assistant in Ask Sunday. Experienced with type of the tasks from clients like calendar management, schedule post on social media, email marketing, schedule appointments and googling (online research).

Skill Highlights

- Ms Word
- Ms PowerPoint
- Ms Excel
- Executive and Administrative task
- Adobe Photoshop and Camtesia
- Xero and Quickbook (basic)

Experience

Process Associate - 09/2014 to 05/2022

Ask Sunday, Ahmedabad

- Work Involves Different Searching Models through Internet and Is Involved with Microsoft Office. Also, we Provide Virtual Assistance to the People Subscribed with Ask Sunday. (www.asksunday.com)
- As a Virtual Assistant, I am helping customers with their daily needs such as scheduling appointments, purchasing items, handling social media accounts, research work and many more!
- Perform request/task which is assigned to me and take care of recurring task of customer.
- Documents transcribe/editing as per customer requirement
- Obtain demanded information by customer and provide in proper format.
- Data analysis or entry in Excel or another program.
- Social media and blog management on behalf of customer.
- Web/Blog/Online Store Content management
- Create itinerary and bookings for customer dream vacation.
- Make calls to clients, vendors, or others whenever required.
- Assist the Manager with administrative and technical functions.
- Responsible for preparing reports for Daily, Weekly, Monthly, quarterly as well as yearly.
- Also working as graphic designer. Design/Build logos and flyers, vCard, HTML email templates.

Education

- Master of Commerce: **Gujarat University** – 2012
- Post-Graduation in Advanced computer Arts: **C-DAC** - 2010
- Bachelor of Commerce: **Aroma collage** - 2009

Strength

- Work with positive attitude, willingness to learn and progress, enthusiastic self-starter who contributes well to the team.