

## **CURRICULUM VITAE**

Jagruti R Darji

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### **CAREER OBJECTIVE:**

To work with a reputed organization where I can grow and enhance my career and get ample opportunities to apply the best of my knowledge and potential skills.

### **ACADEMIC QUALIFICATION:**

Discipline: B.COM

University: Gujarat University

- B.com from Gujarat University with 55.55%
- H.S.C. from Gujarat University with 63.08%
- S.S.C from GSEB with 65.00%

### **COMPUTER KNOWLEDGE:**

MS-Office (Word, Excel)

Use of Internet

Tally

**WORK EXPERIENCE:**

I have been 8 years' experience in Back Office Work. Presently I am working with Shanti Multilink Pvt. Ltd. Ahmedabad as Back office work.

**Responsibilities:**

- Issuing Purchase Orders and following up with suppliers
- Maintain Stock of the Show room
- Constant follow up with the supplier for the Materials dispatching
- To be responsible for accurate and timely issue of quotations and Performa and Invoices to our customers as required
- Coordinate with Sales Team, Accounts Team, Directors and Suppliers
- Manage Banking Activities
- Manage the filing work  
Answer telephone, and direct calls
- Take and relay messages

**PERSONAL PROFILE:**

**Date of Birth** : 15<sup>th</sup> February 1968

**Known Languages** : English, Hindi, Gujarati

**Gender** : Female

**Marital Status** : Married

**Hobbies** : Music, Travelling, Redding