



Khushbu Parghi



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AHMEDABAD 380061

EDUCATION

2020

**Government Engineering
Collage | Patan, GJ**
Bachelors in Engineering:
Electronics & Communication

- College project :- Smart Helmet (Microcontroller based)
- BE Final Year project :- IOT Based Smart Agriculture Monitoring System

LANGUAGES

English: : C2

Proficient

Gujarati: : C2

Proficient

Hindi: : C2

Proficient

SKILLS

- Fundamental concept and techniques used in digital electronics
- Programming language :- basics of C
- Embedded system
- Communication skill
- Computer skills with basic to advance
- Employer liability insurance knowledge
- Documentation and reporting
- Insurance eligibility verifications
- Records management systems
- Database entry
- Mail management
- Appointment scheduling
- Strong interpersonal skills

CAREER OBJECTIVE

- I am looking for a challenging career opportunity electronics industry. The idea profile will help me leverage my knowledge and technical skills. The idea team will be a group of motivated people helping and sharing knowledge with each other with the objective of increasing the competitiveness of the organization.

EXPERIENCE

06/2022 - 03/2023

Data Entry Operator (DEO)

IFFCO Tokio General Insurance | AHMEDABAD, GUJARAT

- Created and maintained company records and used software to review and monitor data.
- Created and maintained spreadsheets using Excel.
- Performed regular backup operations to save data and avoid loss.
- Transferred data from paper formats into database systems to keep digital formats.
- Regularly generated and printed reports to monitor activity and changes.

11/2021 - 05/2022

Administrator

Best Electrical Solution | AHMEDABAD, GUJARAT

- Completed daily billing, collections and reporting duties.

04/2021 - 02/2022

Placement Manager (HR)

Cream Job Consultancy | Ahmedabad, Gujarat

- Compiled and updated employee files in electronic and paper formats to maintain accurate records.
- Screened, interviewed and hired candidates to facilitate smooth recruitment procedures.

SUMMARY

- Organised administrative professional with strengths in manual and automated data entry, database management and data tracking. Advanced with multiple software programs and careful to review work for errors or source data problems.
- Dependable HR professional with extensive experience in planning, directing and coordinating HR policies. Skilled in various staff affairs such as hiring, appraisals and firing. Excellent problem-solver, talented at troubleshooting and remedying staff issues and complaints.

PERSONAL DETAILS

- Date of Birth : 25-11-1998
- Religion : Hindu
- Gender : Female
- Nationality : Indian