

Curriculum Vitae

Name: - Ankita K Adhyaru

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Mob. No: - Some problem in that so please contact on my mail id.

Objective:-

To be a part of progressive organization that gives me scope to update knowledge and skills in accordance with the latest technology and to be a part of team that dynamically works towards growth of organization and gains the satisfaction for that as to accept any challenging work.

Educational Qualification:-

Degree	Year of Passing	Uni/Board	Class	Medium
B.com	April – 2004	G.S.E.B	2 nd Class	English
H.S.C	March – 2001	G.S.E.B	2 nd Class	English
S.S.C	March – 1999	G.S.E.B	2 nd Class	English

Proficiency:-

Special Skills: - Complete knowledge of Ms. Office and Internet with good typing speed.

Qualification: - Completed Hardware Engineering Course from Jet king Institute in year 2006.

Experiences:-

1. I work as a Receptionist with Heritage Ltd. For 2 yrs.
2. I had worked as a DP Executive in Kunvarji Finstock Pvt. Ltd. For 1.5 yrs.
3. I had worked with Finar Chemicals Ltd. As a Receptionist for 2.5 yrs.
4. I had worked with Sundyota Numandis Pharmaceuticals Pvt Ltd. As a Front Desk Executive from 2 yrs.
5. I had worked with Rushabh Consultants as a Front Desk Executive, P.A., HR and Admin for 3.5 yrs.
6. I had worked as a HR Executive in Dangee Dums for 2 years. (Full payroll and everything).
7. Working with Shah Buildcon as a Front Desk Executive, P.A., HR and Admin from Dec'17 to till now.

Personal Details:-

Address: - Vishal Residency, Anandnagar cross road,
Anandnagar.

Birth Date: - 11/08/1982.

Sex: - Female.

Marital Status: - Divorced. (1 daughter leaving with me).

Thanks
With Regards
Ankita Adhyaru