

RESUME

Name:- Nidhi Khatri.

Permanent Add.:- 882, Kadiavad, Saraspur, Ahmedabad.

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Career Objective:-

Achieve professional career growth in operations through building competence and confidence through continuous learning and applying the same in day to day working.

Education Qualifications:-

Examination	B.B.A	H.S.C	S.S.C.
Board/University	Guj. Uni.	Guj. Board	Guj. Board
Year of Passing	2015	2010	2008
School/College	GLS (J.P.SHAH) COLLEGE, LAW GARDEN	H.B.KAPADIA NEW HIGH SCHOOL, SHAHIBAUG	H.B.KAPADIA NEW HIGH SCHOOL, SHAHIBAUG
Percentage	Running	79.86%	83.4%

Work Experience:-

Organization	RABTOR Automation PVT. LTD., S.G.highway, Ahmedabad
Position held	Computer Operator cum Assistant
Period	8 months

Job Profile:-

- Correspondence, filling and manage records.
- Processing bills and handling payments.
- Follow up the clients.
- Arrange the meetings.
- Timely informed to all active member about activities.
- Office work.
- Computer operation.

Computer Skills:-

- MS-office
- Tally
- Internet surfing
- E-mail handling

Personal Information:-

FULL NAME : NIDHI SANJAYKUMAR KHATRI

DATE OF BIRTH : 17/10/1996

AGE : 19 years

Sex : FEMALE

Nationality : Indian

Marital Status : Unmarried

Languages Known : English , Hindi , Gujarati

Declaration:-

I hereby declare that the information furnished above is true to the best of my knowledge.

NIDHI KHATRI

