

RIDDHI JANI

Contact Information:

Permanent Address:

A/4, Jivan Appartment, opp.
Kailshvan garden, Gor no kuvo
Maninger east, Ahmedabad-
380001

Contact No

9879165229

Email-

Janiriddhi941@gmail.com

Personal Data:

D.O.B : 11 /05/1998

Sex : Female

Nationality : Indian

Marital Status : Single

Languages Known:

1. English
2. Hindi
3. Gujarati

Hobbies:

1. Listening to Music
2. Internet Surfing
3. Learning New Things
4. Reading

RESUME



Objective:

To enrich my knowledge and skills while working in organization concurrently fulfilling the goal of the company.

Professional Qualification

SSC:

- Passed with 60% Marks.
- In the Year 2013 (Gujarat Board)

HSC:

- Passed with 50% Marks
- Done in Commerce Stream.
- In the Year 2015 (Gujarat Board)

BCA:

- Passed with First Class.
- In the year 2018 (Gujarat University)

Work Experience

Company Name : SBI Credit card

Designation : Sales executive

Time Period : Oct - 2018 to Oct - 2022

Location : Ashram road Ahemedabad

- I worked with the organization for 4 Years.

- I worked as a Sales executive

EXPERTISE:

- ❖ To become a team member who always believes in team work.
- ❖ Good grasping power of always adjust according to the situations.

COMPUTER PROFICIENCY

Tally Erp9

MS Word

MS Excel

MS Project

Internet knowledge

Competencies & Skills

Good Communication.

1. Good presentation skills.
2. Practical Approach towards every situation.
3. Good Grasping Power.
4. Fast Analytical Power.
5. Ability to lead and Guide

Achievements & Awards

- Participated in National Level Hindi, Sanskrit, Drawing Examination .

Declaration

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place: Ahmedabad

Riddhi Jani

Date:

(Signature)