

DIVYA K. YOGESHWAR

Phone: 9313999707

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- Enthusiastic process associate, eager to contribute to team success through hard work and to seek entry level position to begin my career in a high-level professional environment.

SKILLS:

- Team handling
- Microsoft outlook and Microsoft Office
- Research skill, Analytical skill
- Decision Making
- Time Management
- Good Communications
- Fluency in English
- Problem Solving
- Customer coordination

WORK EXPERIENCE:

1. Certificate Advisor/Executive

4C CONSULTING PVT LTD (AHMEDABAD)

November 7, 2022 to till date

- Communicating with client and advise about the certificates like,
 - ISO 9001:2015 (Quality Management System)
 - ISO 14001:2015 (Environment Management System)
 - ISO 45001:2015 (Occupation Health & Safety Management)
 - Food safety Management System (ISO 22000, FSSC 22000, BRC, BRC Packaging, FamiQS, GMP)
 - NABL, IATF 16949, ISO 50001, CE etc.
 - ZED Certificate advisor
- Preparing MIS on monthly basis.
- Preparing budget overview and providing to the client.
- Taking follow ups on regular basis.
- Maintaining good relations with the clients.

2. Lecturer / Admin

SIGMA GROUP OF SCHOOL (KESHOD)

June, 2019 to Feb, 2022

- I was handling admin department in the school.
- Managing and scheduling lectures for the teachers.
- Collecting fees and maintaining the data for the school in Excel file.
- Resolving the problems of the students and their parents related to their child's education.
- Conducted various subjects in standard 8 to 10 such as
 - Social science
 - Language subjects (English, Hindi, Gujarati)
- Handling MOM (Minutes of the Meeting).
- Preparation of Call tree Reports.
- Arranging parents' meetings and staff meetings on regular basis.

3. Teacher

ULTRA VIDHYALAYA (KESHOD)

June, 2017 – June 2019

- Conducted various theoretical subjects in Standard 6 to 8 such as,
 - Science & Technology
 - English
 - Mathematics

Accomplishments:

- Bright beginner Award at 4c Consulting Pvt Ltd.
- Best teacher award in school

Certificates:

- CCC, CCC+
- NDLM (National Digital Literacy Mission)

Educational Qualification:

- March 2016 – B.com from Saurashtra University, Rajkot with 70.72%.
- March 2013 – HSC from Krishna school, Keshod with 69.85%.
- March 2011 – SSC from Sarvodaya high school, Keshod with 62.60%.

Languages Known:

- English
- Hindi
- Gujarati