

# ***Resume***

***Shivani Patel***

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## ***OBJECTIVE***

*I am looking for an excellent opportunity to work with my excellent skills and educational background that can help me to give better service to your organization. I would like to be a part of an organization where I could use and enhance my knowledge for the development of the organization as well as myself.*

## ***EDUCATIONAL QUALIFICATION***

<i>Course</i>	<i>Year of Passing</i>	<i>Board/Institution</i>
<i>Bachelors of Computer Applications (BCA)</i>	<i>2015</i>	<i>Maharaja Krishnakumarsinhji Bhavnagar University</i>
<i>HSC</i>	<i>2012</i>	<i>Gujarat Secondary and Higher Secondary Board</i>
<i>SSC</i>	<i>2010</i>	<i>Gujarat Secondary and Higher Secondary Board</i>

## ***TECHNICAL SKILLS***

- MS Office (Word, Excel, PowerPoint)*
- Asp.Net, VB .Net*
- Basic Knowledge of C and C++.*

## ***PROFESSIONAL SKILLS***

- Fast Learner*
- Punctual*
- Hardworking*
- Adaptive Nature*



**PROFESSIONAL EXPERIENCE:**

*ORGANISATION: KARNAVATI AUTOMOBILES*

*DESIGNATION: ONLINEMARKETING EXECUTIVE*

*DURATION: 12<sup>TH</sup> MARCH 2016 to 2<sup>ND</sup> DECEMBER 2017*

*ORGANISATION: SARABHAI MOTORS*

*DESIGNATION: INSURANCE EXECUTIVE*

*DURATION: 2<sup>ND</sup> DECEMBER 2017 to 1<sup>ST</sup> DECEMBER 2018*

*ORGANISATION: KATARIA TRUE VALUE*

*DESIGNATION: CCM (CUSTOMER CARE MANAGER)*

*DURATION: 1<sup>ST</sup> DECEMBER 2018 to 1<sup>ST</sup> OCTOBER 2020*

*ORGANISATION: S K PATODIA ASSOCIATION (CA FIRM)*

*DESIGNATION: AS OFFICE ASSISTANT IN COMMISSIONER OF  
TOURISM (GUJARAT TOURISM)*

*DURATION: 1<sup>ST</sup> OCTOBER 2020 to 25 JUNE 2022*



## **PERSONAL PROFILE**

<i>Name</i>	<i>Shivani dilipbhai Patel</i>
<i>Gender</i>	<i>Female</i>
<i>Date of Birth</i>	<i>March 29, 1995</i>
<i>Father's Name</i>	<i>Dilipbhai Keshavbhai Patel</i>
<i>Present Address</i>	<i>House no 3 krishna apartment dwarkesh dham part-2, near badrinarayan society thakarbapanagar, Ahmedabad 382350</i>
<i>Hobbies</i>	<i>Reading, Sports (Badminton, Volleyball)</i>
<i>Languages Known</i>	<i>Gujarati, Hindi, English</i>

## **DECLARATION**

*I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.*

*Yours faithfully,*

*Shivani Patel*

