

SHIVANI BHADORIYA

OBJECTIVE To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills..

SKILLS & ABILITIES

- Basic Accounting
- Communication skills
- Problem-solving
- Time management
- Knowledge of MS Excel, Word, Office and Power point

EXPERIENCE

[FRESHER TELECALLING, AHMEDABAD EDUCATION INSTITUTE]
[4 Months only]
As tele caller i have to call the list of students which is provided by institute and guide/ convince for the admissions.

[Data Entry job, Klox Company] [4 Month only]

EDUCATION

[M.P. ARTS & M.H. COMMERCE COLLEGE, AHMEDABAD]
B. COM, 2022

[ASHIS BHAVNA HIGHER SECONDARY SCHOOL, AHMEDABAD]
HSC[Commerce] - 60.67%, 2019

[ASHIS BHAVNA HIGHER SECONDARY SCHOOL, AHMEDABAD]
SSC - 58.50%, 2017

CORE STRENGTH

- Active Learner
- Time Management
- Self-Motivated
- Coordination Skills

PERSONAL INFORMATION

Date of Birth : 14-08-2002

Gender : Female

Father's Name : Bhadoriya Balmukund Singh

Nationality : Indian/ Hindu

Languages : Hindi, Gujarati, English

Hobbies : Reading books, travelling, communicate with people

DECLARATION

I HEREBY CLARIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO MY BELIEF AND KNOWLEDGE.

Regards,

Shivani B.