

KRUTI MAKVANA

Contact No. +91-7574809738 | E-mail : krutimak412@gmail.com

CAREER OBJECTIVE

“To be good employee in organization that optimally utilizes my skills which contributes towards the progress of the organization as well as to my personal growth.”

QUALIFICATION

Course	Board/University	Year of Passing	Class/Grade
S.S.C	GSEB	2003	First
H.S.C	GSEB	2006	First
B.B.A	Gujarat University	2009	First

TECHNICAL SKILLS

Particulars	Details
Operating System	Windows
MS. Office Tools	Word, Excel, Power point, Outlook
Internet	Surfing, Tracking, Email Tools,
Accounting	Basic Tally Functions
Skill Set	<ul style="list-style-type: none">• Good Expertise in handling front office• Strong knowledge of Office Administration Work• Excelent Written and Oral Communication skills• Superior social and /interpersonal skills

WORK EXPERIENCE

Experience for 1 year and 6 months (June 2014- December2015) at Sarvatra Infracon Pvt. Ltd as Office Executive and the Job profile included:

- Managed Front Desk Operations
- Handled Telephonic Conversation First Hand
- Distribution and managing the Inward Receipts/ Documents
- Managed Company's Petty Cash Acoount
- Maintaining Daily Reports
- Attended Member and Client's queries
- Coordination of Daily Operational activities

PERSONAL DETAILS

Particulars	Details
Current Address	4, Devendra Park Society, Opposite Nilam Apartments, Ambawadi, Ahmedabad - 380006
Contact Number	+91-7574809738
D.O.B	04.01.1988
Known Languages	<ul style="list-style-type: none">• English• Hindi• Gujarati (Mother Tounge)
Hobbies	Reading, Listening Music
E-Mail	krutimak412@gmail.com

DECLARATION:

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

KRUTI MAKVANA

Place : Ahmedabad