

CURRICULUM VITAE

JAGRUTHI JOSHI

26, Pardarshak soc.,
Satellite Road
Jodhpur
Ahmedabad
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OBJECTIVE

I want to make my career in respected field and am looking forward to work in an organization where I can utilize my skills & abilities so as to get a professional growth.

PROFILE

Excellent organizational & Administration skills
Team & Autonomous working ability
Good command over language
Good communication skills

WORK EXPERIENCE

Silver Oak University
Currently working as Office executive

31st May 2021 to till date

Organising and maintaining files and records and updating them when necessary.
Creating and maintaining updated documents and spreadsheets.
Overseeing the sorting and distribution of incoming mails.
Performing an inventory of office supplies and order of need.
Maintaining Students record & follow up.
Handling digital marketing on Social Media.
Handling other assigned tasks provided by Management.
Counseling with students and parents to close the admission.

Dhyn Chess Academy
Handling all Social Media and marketing platform

1st October 2020 to 31st January 2021

Develop, implement and manage our social media strategy.
Use social media marketing tools such as Buffer.
Attend educational conferences.
Provide constructive feedback.

QUALIFICATION

BCOM From, Neeldeep Commerce College, Ahmedabad

Percentage: 50

HCS From, A One Secondary School, Ahmedabad

Percentage: 48

SSC From, A One Secondary School, Ahmedabad

Percentage: 53

HOBBIES & INTEREST

Music

Making new friends

PERSONAL PROFILE

Name	: Jagruthi Joshi
Fathers Name	: Amrutbhai Joshi
DOB	: 20 th Feb 2001
Marital Status	: Un-Married
Nationality	: Indian
Languages known	: English, Hindi & Gujarati