**Resume**

Mail I’d:- hetal.princy94@gmail.com

**Name** - Hetal Panchal

**Contact**- 9924672793

7878461015

**Address -** A/15 Sangita Soc, Nr Swagat Hall Cross Road,

Ranip Ahmedabad-382480

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**Personal Details:-**

**Date of Birth** : 28th Oct 1994

**Sex** : Female

**Marital status** : Single

**Nationality** : Indian

**Languages Know** : Gujarati, Hindi, English

**Hobby** : Travelling, Reading News Paper, Music

**Education Qualification:-**

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| **Exam** | **Board/University** | **Passing Year** | **Percentage/Class** |
| S.S.C | G.S.E.B | 2010 | 70 % |
| Diploma It  (Sem - 4) | G.T.U | 2012 | Second Class |
| H.S.C | G.S.H.E.B | 2015 | 67 Rank |
| B.A | G.U | 2018 | 2nd Class |

**Additional Qualification:-**

* Computer Basic
* M.S Office

**Work Experience**:-

1. Worked with Green land Eco Village Consultancy as a CSA cum Back Office for 1 Year (joining :- Jan 2013 to dec 2013)
2. Worked with B.M.A Wealth Creation (Insurance Field) as a Team Leader for 1 Year. (joining :- Jan 2014 to dec 2014)
3. Worked with SBI as a Card Relationship Manager for 10 Months. (joining :- jan 2015 to oct 2015)
4. Worked with Terra Green trading ltd. as a admin assistant for 1 year (joining :- august 2016 to June 2017)
5. Work with Dangee Dums Limited. As a admin assistant from 1/1/2018 to till the date…

**Personal Skills** :-

* Enthusiastic, Energetic, and Hard Worker.
* Quick Learner and Oriented.
* Good Team Player.
* Good Communication with interpersonal Skills

**Declaration :-**

I hereby that the information furnished above is true to the Best of my Knowledge and bear responsibility for the correctness of the above mentioned particulars.

**Place** : - Ahmadabad

**Your Faithfully**

(Hetal Panchal)