**000From:** Jyoti Parthesh Nair ****

B–404, Pravah Appartments,

Nr. Judges Bungalows,

Bodakdev, Ahmedabad

(Gujarat).

**Phone:** +91 99986 56570

**Date:** 26th Aug.’20

**Subject: Application for the post of Executive Assistant/Administrative Executive**

Respected Sir/ Madam,

It has come to my knowledge that there is a vacancy for the above mentioned post within your organization. I’m sure I’ll be able to prove my skills and use my knowledge up to the best in rendering my service.

I’ve herewith enclosed my Curriculum Vitae for your kind perusal. I hope you will consider my application.

Thanking you,

Yours sincerely,

(Jyoti P. Nair)

**Enclosed: Curriculum Vitae**

**Objective:**

To involve myself with mission of the school / organization, by contributing my knowledge and expertise and at the same time increase my efficiency by acquiring new skills in the area of my work.

**Educational Qualification:**

Bachelor of Commerce from Gujarat University in 2003. (English Medium)

Passed H.S.C. in 2000 (Commerce Stream) from Gujarat State Education Board.

(English Medium)

Passed S.S.C. in 1998 from Gujarat State Education Board. (English Medium)

**Experience:-**

**Current Experience: - Nov’2016 to till Aug.’2020**

I worked at Electrotherm India Ltd. Co. at HO Ahmedabad (It is a group of companies which is involved with Steel Production and Manufacturing of Furnaces, Indus University, E Vehicle Plant, Transformer Plant, Solar Plant etc. The company engineers are working on different projects in approx. 100 countries)

* EA to MD, managing MDs Secretariat and Staff duties related to Admin and technical activities. (the details are placed at attachment)
* Sr. Executive, special technical assignment : Co-ordination with multiple departments for 1 year
* Core team member of SAP Hana (ERP) implementation team.
* I also performed as HR Executive in HO.

**Previous Experience:-**

* Worked as a Jr. Executive and was a confidential staff officer (Secretarial and Administration with Duravit India Pvt. Ltd. from 7th May’2015 to Nov’2016)
* Worked as a Computer Operator- Cum Office Assistant in Gujarat Dyestuff Industries Pvt. Ltd. from 2nd Dec’03 – 31st Mar’05
* Worked for 3.5 years in Laser Centre as a Front Office Assistant from

Year 2000 to 2003

**Professional Qualification:-**

* Part of core team during SAP Hana implementation at Steel Industry.
* Financial Accounting System (FAS) Certificate course from Directorate of

Employment and Training (I.T.I. Govt. of Gujarat).

* Desk Top Publishing (DTP) Certificate course from Directorate of Employment.
* Data Entry Operator (DEO) Certificate course from Directorate of Employment and Training (I.T.I. Govt. of Gujarat).
* Passed G.C.C. Certificate in English Type with speed of 40 W.P.M. conducted by Govt. of Gujarat from State Examination Board.

**Strengths:**

* Optimum Self Confidence
* Good Communication skills
* Open to learning new skills
* Fine Inter Personal Skills.

**Personal Details:**

* Birth Date: 21st November’1982
* Gender: Female
* Nationality: Indian
* Marital Status: Married
* Languages Known: English, Hindi, Gujarati and Malayalam
* Hobbies: Travelling, Reading, Cooking & Listening Music.

Place: Ahmedabad

Date: 26/08/2020