**CURRICULAM VITAE**

**LATA Ahuja**

A/20 Konark Tower Near Nalanda

complex Mansi Cirlce Vastrapur

Ahmedabad

M : 7567810662

E-mail ID- dolly.ahuja78@gmail.com

**CAREER OBJECTIVE**

To work in a challenging environment in professional field using my potential and my capabilities in the required field.

**Experience:**

1. **Meghmani LLP (Assistant Marketing): Feb 18- Present**

Coordinating the sales learn bu managing schedules , filing important documents

And communicating relevant information. Ensuring the adequacy of sales-related

Equipment or material responding to complaints from customers and give after -sales support when requested.

**2.HDFC (Personal Banker}: 15th sep to Dec 2018**

**PROFESSIONAL QUALIFICATION**

Diploma in Human Recourse from Mahatma Gandhi Labour Institute in 2015

Diploma in Software Engineering from NIT in 2013

**ACADEMIC QUALIFICATION**

* Passed 12th from Gujarat Board in the year 2011 with 72%.
* Passed 10th from Gujarat Board in the year 2009 with 68%
* Bachelor of Commerce from Gujarat University in the year 2014 with Second Class
* Master of Commerce from Gujarat University in the year 2016 with Second Class

**PERSONAL SKILL**

* Comprehensive
* Problem solving abilities,
* Excellent verbal & writing communication skill,
* Ability to deal with people,
* Willingness to learn.
* Punctuality
* Able to learn from my mistakes

**LANGUAGE KNOWN**

English, Hindi, Gujarati

**PERSONAL PROFILE**

Date of Birth : 30th May, 1992

Father Name : Jaykishan Ahuja

Hobbies : Reading Books, Music, Cooking

Nationality : Indian

**DECLARATION**

I do hereby declare that all the above statement furnished by me are true and correct to the best of my knowledge and belief.

Date:-

Place : Ahmedabad \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LATA GANGWANI**