**Nirmita B Patel**

**29 hatkesh society,**

**Near, st xaviers school road,**

**Navrangpura,**

**Ahmedabad-380014**

**Summary**

Motivated and reliable administration and office support professional with 10 years experience providing outstanding offices assistance services and teaching service. High Performing and creative and able to relate easily to students, staff and colleges, seeking role of increased responsibility and room for advancement.

**Professional Experience**

**Office Assistant - 10 Years -Bhagwati Computer Class**

* Daily handled inquiry for students.
* Assisting student for different cources
* Managing Batches for different level of students
* Managing staff
* Handling Exam schedule

**Computer Teacher - 2 Years - Shri Vidyanagar High School**

* Teaching primary school students for Computer subject
* Computer work

**Education**

Third Year B.com

**Skills**

MS Office, Internet, Creative Work.

**Personal Detail**

**Name** : Nirmita B Patel.

**Date of Birth** : 5-8-72

**Mobile:** 8905796931

**Email :**Nirmitapatel73@gmail.com