**PRIYANKA DALWADI**

* **379, Vaidh no khancho Vadigam, Dariyapur Ahmedabad- 380001.**
* **+91-9099160069, 8734980129**
* **priyankadalwadi95@gmail.com**



**Job Objective**

* I wish to work in an organization that will provide me an opportunity to utilize my knowledge best to the fullest and at the same time aid me in enhancing it.

**Academic Credentials**

*  B. Com (Pursuing) Second Year from Gujarat University
*  HSC with 65% from G.H.S.E.B. in 2012.
*  SSC with 75% from G.S.E.B. in 2010.

**Work Experience**

**1. Zorrion Communication Pvt Ltd (eDatamine Services)**

From April 2014 to September 2017.

* **Company Profile:**

The Company Provides Data Entry, Data Searching, Web searching facilities.

* **Designation:**

Back-Office, Computer Operator

* **Job Profile:**

Data Entry Work.

Web Searching & Data Searching.

**2. DAMS Pvt Ltd (Medical Coaching Institute)**

From November 2017 to Till Date

* **Designation:**

Counsellor & Administrative Work

* **Job Profile:**

Maintain Student Data

Answering phone calls

Preparing Documents for Meeting

Dealing with queries on the phone and email

**IT Skill Set**

* MS-Office (Word, Excel,)
* Internet Surfing.

**Personal Details**

|  |  |
| --- | --- |
| * DOB : | 4th July,1995 |
| * Marital Status : | Married |
| * Sex : | Female |
| * Cast : | Hindu |
| * Nationality : | Indian |
| * Languages Known : | English, Hindi, Gujarati. |

**DECLARATION:**

I hereby declare that the information stated above is true to best of my knowledge and belief.

**Thanks**

**Priyanka Dalwadi**