CURRICULUM VITAE

**Ravi Adidravid**

9714369656

Rkrohravi@gmail.com

Career Objective

To apply the skills I have gained for embitterment of organization and good self.

**Personal Details:**

Name Ravi Adidravid

Date of Birth 16th December, 1987

Sex Male

Nationality Indian

Marital Status Married

Languages Known English, Hindi, Gujarati andTamil

Hobbies Reading Books, Listening songs

**Address:**

Ravi Adidravid

81/25, Matruchaya

Opp Siddhanchal Vatika

Nr, Sabarmati Arts College

Sabarmati, Ahmedabad-380005

**Educational Qualification**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Exam Passed | Board | Passing Year | Percentage |
| 1. | SSC | Tamil Nadu Board | 2003 | 61.80% |
| 2. | HSC | Tamil Nadu Board | 2005 | 62.00% |
| 3. | BA. English Lit | Thiruvalluvar University | 2009 | 51.00% |

**Computer Knowledge:**

MS Office-Power Point, Excel, Access

**Extra co-curricular activities:**

Attended one month special training of DP Module conducted by Integrated Enterprise India Ltd, Ahmedabad& I Had NCDO Certificate in DP Issued by NSDL,

**Working Experience:**

1. Integrated Enterprises India Ltd, from February-2009 to Jun-2013 as a Senior Executive on DP & KYC OPERATION
2. SSJ Finance & Securities Pvt Ltd as a Executive on KYC OPERATION From July-2013 to June-2014
3. Angel Broking Pvt Ltd as a Sr Executive from July-2014to Aug-2017 in Operation Department.
4. Arham share consultants Pvt limited as a Operation executive from Sept-2017 to June 2021.

Now Iam Currently working with Prudent corporate advisory services limited as a Senior Operation Executive in UCC Department From-July-2021.

I also Looking All Back-office Operation Related Works & I have very good knowledge of all back office operation department Works,

**Summary of Skills:**

Excellent communications skills

Customer Relationship Management

Positive Attitude Towards

**Career Objectives**

I would like to work for any fast moving organization that would provide me adequate opportunities to use my potential and probe my worth helping to be an asset to the organization.

I hereby confirm that above mentioned details are true and to the best of my knowledge.

**Date:**

**Place**:

Ravi