***Sana Nisar Jamadar***

***E/9, Rajdana Bungalows***

***Behind HP Petrol Pump***

***Fatehwadi, Sarkhej Road,***

***Ahmedabad-380055***

# ***Mobile +91- 7041130507***

***E-mail-*** [***sanajamadar147@gmail.com***](mailto:sanajamadar147@gmail.com)

**Career Objective:**

To work in a challenging and growth oriented professional organization keeping in mind the vision & mission of the organization. To be a part of professional world where I can continuously learn, enhance my skills & grow professionally.

I wish to grow in an organization where I can contribute &excel my best to have a positive Influence that stays forever in the mind of the people around me.

**Work Experience:**

I have multifaceted work experience of almost 1 year while I have been working with **“Classic Build Project Private Limited”** Ahmedabad comprising of Admin, Accounts, Marketing & handling Reception.

**Responsibilities:**

1. Attending Inquiries of Customers.
2. Giving Complete and Satisfactory information to customers.
3. Addressing Customer inquiries with regard to specifications, Pricing and Payment methods.
4. Communicating with public in Launching events of Up Coming Projects.
5. To Enter Relevant Accounts Data.
6. To issue Purchase orders
7. Maintain daily expense sheet of the office and construction sites.
8. Setup Interviews with our Project In charge.
9. Make Entries of the all bank Transaction related to Payment receipts & EMI.
10. Handling the payment of EMI of every month via cheque or cash with order of our Project In charge.

**Academic Background:**

1. Completed B.Com Second Class from Gujarat University.
2. Completed **Tally ERP 9 & Basics in Computer** (Through “Learn & Earn” project of Govt. of India).
3. **HSC :** Passed in the year 2012-13 with 55% marks
4. **SSC :** Passed in the year 2010-11 with 62% marks

**Endowment:**

1. Proven quick learning capability.
2. Share good rapport with team members and help them in my full capability.
3. Always keep POSITIVE ATTITUDE
4. Strongly believe in Sincerity, Honesty & Hard work

**Computer Skills:**

1. Operating system- Windows XP, Windows Vista, Windows7
2. MS office package- MS world, MS Excel, MS PowerPoint
3. Internet Tools & Technique

**Academic Project**

On the subject of “**WOMEN EMPOWERMENT FOR NATIONAL GROWTH”**

**Extra Curricular Activities**

* I was awarded GOLD MEDAL for participating in extra Curricular Activities in F.D Higher Secondary School.
* I had Participated in “KHEL MAHAKUMBH-2011” and played Bad Minton Tournament on behalf of F.D higher Secondary School.
* Participated in “KANKARIA CARNIVAL” with SAVE WATER campaign.
* Obtained 3rd rank in “DISCUSS THROW” and “SHOTPUT”.
* Worked as a member of ECO CLUB and during the membership I met Ex.(late)President of India Dr. APJ Abdul Kalam Aazad

**Personal Details**

Date of Birth : 14th July, 1994

Sex : Female

Marital Status : Single

Nationality : Indian

Language Proficiency : English, Hindi, Gujarati

Current Location : Ahmedabad

**Declaration**

I Pledge and Pronounce that all above information is truly best of my knowledge

Your Sincerely,

Sana Jamadar.