***Curriculum Vitae***

**TEJAL RAVAL**

A 104

Shyamvilla ,

B/H kirti platinum,

Opp. Silver star complex,

Chandlodia, Ahmadabad

382481.

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Mobile No. : 7600023617.

***EXPERIANCE***

1. One year and nine months experience with Roop Telsonic Ultrasonix LTD as an Office Assistant.
2. One year experience with Macwins PVT LTD as an Office Assistant.
3. At present working with CIMS hospital as an Assistant.

* **Previous Job profile:**

Handling of sales & Service Bills, Sales & Service Performa Invoice, Sales & Service Letters, Guarantee Certificate, Insurance Letter, Instrument Manual.

**Current Job profile:**

Take review and vedio of patient, give appointment of Doctors and daily follow up patients, maintain dr website, fb and upload a review and vedio etc in hospital.

***EDUCATIONAL QUALIFICATION***

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| **Sr.**  **No** | **Examination** | **Board/University** | **Passing Year** | **Percentage / Grade** |
| 1 | S.S.C | G.S.E.B | March - 2001 | 66.57% |
| 2 | H.S.C | G.H.S.E.B | March - 2003 | 60.17% |
| 3 | B.B.A | Gujarat University | April - 2006 | 44.77% |
| 4 | CCC | DOEACC Society | May - 2006 | C Grade |
| 5 | HRM | GLS Centre for management Excellence | May - 2011 | C Grade |

***PERSONAL DETAILS***

* **Date Of Birth** : 8th Dec. 1985
* **Language Proficiency** : Gujarati, Hindi, English
* **Marital Status :** Married
* **Hobbies :** Reading, Traveling, & Meeting People

***VISION & OBJECIVE***

* Looking for challenging career, where there is scope for demonstration, always on a look out for a positive & bigger outlook, Currency are ideas, thrive on Imagination & Passion, Rigorous thinking and boundless curiosity, Sets levels & standards that exceed expectations, Have fun attitude is everything, Bottom line rises with the Organization, **A Learner for Life**.

***MOTTO***

* I believe in sincerely and punctuality in work with almost responsibility.

Your sincerely,

TEJAL J RAVAL