**Curriculum Vitae**

**YADAV LAKSHMI R.**

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# CAREER OBJECTIVE

A career opportunity with a reputed technology firm where I can best utilize my technical knowledge

and soft skills to learn, grow and add value to the organization.

# EDUCATION QUALIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE** | **UNIVERSITY** | **PASSING YEAR** | **PERCENTAGE** |
| MBA (HR) | SAL Institute of Management | May-2019 | 6.76 (CPI) |
| BSc (Chemist ry) | Gujarat University, Gujarat | May-2017 | 68.09% |
| Intermediate | G.S.H.S.E.B. | May-2014 | 59.69% |
| Matriculation | G.S.E.B. | June-2012 | 80% |

# ACHIEVEMENT

I had got certificate in 6th international Olympiad of mathematics in 2013 for solving Math’s quiz and winning competition.(Organized by: **Silver Zone Foundation**).

# EXPERIENCE

**Hi Tech**

Godrej & Boyce Mfg. Ltd. Ahmedabad

Dec. 2021 to Current

* Working on MIS and reports for Godrej Appliances Service (under direct supervision of Branch Head)
* Coordinating with various departments and team members (Accounts, Commercial and Admin Team)
* Processing business transactions i.e., customer refunds, business partner discounts etc.
* Hands On experience in customer and business partner handling of Godrej Appliances

# Projects

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** | **Area** | **Title of the Project** | **Tenure** |
| Open Market | Tourism Industry | A Study on Tourism Level of  Satisfaction Regarding Service  Provide by Travelers Agency | 9th January 2019 to  2nd April 2019 |
| Kalpataru Power  Transmition Limited | Power Manufacturing and Supplier | A study on workplace safety in Kalpataru | 23rd August 2018 to  19th November  2018 |
| FAG Bearing Pvt. Ltd. | Bearing Industry | A study an Explaining opportunity of various product FAG Bearing power sector. | 12th June 2018 to  25th July 2018 |



**Professional**

**Efficiency**

-Expert in detecting the anomalies

-Ability to detect, monitor, screen, analyze and troubleshoot.

-Thorough knowledge in MT disciplines.

-Disciplined and punctual

-Detail conscious

# COMPUTER LITERACY

* MS Office (Excel, Word, PowerPoint and Outlook)

# PERSONAL PROFILE

|  |  |
| --- | --- |
| **Present Address** | : 159 Matru Bhakti Society, B/H Revabhai Estate, Near CTM Cross Road, Amraiwadi, Ahmedabad-380026. Gujarat. |
| **Date of Birth** | : 18th November 1996 |
| **Gender** | : Female |
| **Marital Status** | : Married. |
| **Hobbies** | : Singing, Reading & Dancing. |
| **Known languages** | : English, Hindi, Gujarati |

# DECLARATION

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

(Lakshmi Yadav)