**C.V.**

**Name**:ANKITA P SURANA  
  
**Address**:B-402,SHIVALIKRESIDENCY, BH.MONY HOTEL,ISANPUR,AHMEDABAD-382443  
**E-mail**:aasurana1216@gmail.com  
**Phone Number**:9574653796  
  
**CAREER OBJECTIVE**:  
To seek a challenging and responsible position in a large and professional organization where I will have the opportunity to make a positive contribution to business growth and to achieve a personal development and a career advancement, where it would strongly help in motivating my capabilities to fully prove my worth and my soon to be team to a substantial target beating performance.  
  
**EDUCATIONAL QUALIFICATION**:

Passed B.COM in year 2017 from GUJARAT UNIVERSITY  
Passed HSC in year 2014 From GSEB board AHMEDABAD.  
Passed 10th in year 2012 From GSEB board AHMEDABAD.  
  
  
**Responsibilities**:  
\*\* Coordinating with clients.  
\*\* Handling the Problems of Customers.  
\*\* Coordinating with Seniors for solving the issues.  
\*\* Preparing Daily & Monthly Reports.  
\*\* Maintaining the Attendance of Engineers.   
  
**STRENGTHS**:  
Good communication skill.  
Can adapt to any kind of situation.  
Positive Attitude  
  
**HOBBIES AND INTEREST**:  
Interact with new people  
Visiting new places.  
Always try to make thing easy

**OTHER DETAILS:**

HEIGHT-5.2

WEIGHT-46