CURRICULUM VITAE

**PERSONAL DETAILS - Khushbu P.Gajjar**

Residential Address: I-1/11,Aakashdeep Aprtment Newvadaj

Akhbarnaga circle.A’bad - 380013

Mobile: 96011 51909

Date of Birth: 19th,sep,1991

Nationality: Indian.

Gender : female

Matial Known :- Married.

**EDUCATION HISTORY**

Year 2013 **B.Com From Navgujarat Collage Income tex. With**

**Second class**

Year 2009 **H.S.C From G.H.S.E.B With 65%**

Year 2007 **S.S.C From G.S.E.B With 60%**

**WORK EXPERIENCE**

Work with Bajaj Alliance As a Policy Entry for 1 year

Worked with maya academy as a telecaller for 3 month

**OTHER SKILLS AND CERTIFICATES**

**Computer Skills:**

* Microsoft XP applications (Word, Excel, Office, PowerPoint, Outlook, Access) – Advanced
* Tally ERP 9

**Language Skills:**

* Gujarati - Native Tongue)
* English - Basic (reading and normal writing skills)

**PERSONAL COMPETENCIES**

* Ability to work in a fast-paced environment to set deadlines
* Excellent oral and written correspondence with an exceptional attention to detail
* Highly organised with a creative flair for project work
* Enthusiastic self-starter who contributes well to the team

Date – 3rd September 2014

Place – Ahemdabad