**Vijay Lakshmi Chhaya**

16/1, Sec – 13, Gandhinagar, GJ, 382016 M: +91 8141475261 E: [vijaya258035@gmail.com](mailto:vijaya258035@gmail.com)

**Work Experience**

Admission officer

Xcellon Institute in Ahmedabad **Apr’15** to **Till Date**

Experience People management as **Assistant HR June’13**to**Sep’14**

Shree Uday Oil and Foods Industries in Ahmedabad

**Academics**

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| --- | --- | --- | --- |
| DEGREE COURSE | UNIVERSITY BOARD | YEAR PASSING | PERCENTAGE |
| M.COM | JAMMU UNIVERSITY | 2014 | 62.22% |
| B.COM | JAMMU UNIVERSITY | 2011 | 59% |
| SSC | K.V.NO.2 CBSE BOARD | 2008 | 58% |
| METRIC | K.V.NO.2 CBSE BOARD | 2006 | 58% |

**ADDITIONAL CERTIFICATE**:-One year diploma in computer and Tally 9 and busy completed….

**About Chhaya**

**Professional**

* High energetic and confident towards work.
* I am having an immense knowledge of MS Office.
* Can communicate effectively and build relationships with business partner and clients.
* Ability to influence other towards work and get things done.

**Personal**

* I love swimming, play badminton, and Singing.
* I can speak Hindi, English, Punjabi, Doagri and little bit Gujarati.
* Can work on own initiative.
* Excellent written and verbal skills.
* Highly motivated with a positive attitude.
* Reliable and punctual.
* Quick learner.

**References**

On Request