

CURRICULUM VITAE

Dhruvi J. Jinadra

Sector 6, D-4, 202, Deepak building,

Shanti Nagar, Opposite Gurudwara,

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CARRER OBJECTIVE:

To attain a challenging position in whatever field I'll work and where I can utilize my analytical skills with the blend of innovative thinking for the development of organization and society.

WORK EXPERIENCE:

- 1) Worked for 1 year in Shrimad Buddhisagar Suri Manav Seva Kendra as a receptionist.
- 2) Worked 5 years in Vaishali Chemi Impex as a Data entry operator. (From June 2018 to July 2023)
- 3) Currently working with Rexnord Electronics & Controls Ltd as an receptionist cum Admin from Feb-2024

ACADEMIC PERSUTIS:

QUALIFICATION	UNIVERSITY	SCORES
B.COM	Mumbai University	65
HSC	Mumbai University	60
SSC	Maharashtra State Board	42

ADDITIONAL PROFFICIENCY:

- ❖ Knowledge of basic computer operating system ☐ Knowledge of MS OFFICE.
- ❖ Well versed with email handling.

- ❖ Answering calls and directing phone calls to concern person
- ❖ Greeting visitors and directing them to the appropriate person or meeting room
- ❖ Handling travelling and Hotel accommodation for client visit

OVERALL PERSONALITY:

- ❖ Innovative thinking with prone to new developments and ideas.
- ❖ Never give up attitude.
- ❖ Positive attitude towards tasks and challenges.
- ❖ Multiple tasks handling ability with accuracy in decision-making.

PERSONAL PROFILE:

DATE OF BIRTH: 6th November 1997.

MARITAL STATUS: Single.

LANGUAGES KNOWN: English, Hindi, Marathi and Gujarati.

INTEREST: Music, watching movies and travelling.

The above information is genuine to the best of my knowledge.

Dhruvi J. Jinadra