

CARRIER OBJECTIVE

To excel my role in an organization that will provide me with unique opportunities for professional growth and help me optimize my experience as well as multiply my skill set.

SOFT SKILLS

SOFT SKILLS:

Communication skills
Management skills

COMPUTER AND SOFTWARE SKILL:

Working Knowledge of MS Excel, MS Word, MS Power Point,
Tally Software.

EDUCATION QUALIFICATION

YEAR	DEGREE	UNIVERSITY	RESULT
2014	M.B.A	GUJARAT UNIVERSITY (RAJKOT)	CPI=7.17
2012	B.B.A.	SAURASTRA UNIVERSITY (VERAVAL)	60%
2009	HSC	GSEB	85.00%
2007	SSC	GSEB	70.00%

WORK EXPERIENCE

- **PROCESS ASSOCIATE: September 2021 to April 2022**
Adit adv Tech Private Limited
- **ACCOUNT EXECUTIVE: From Aug 2020 to April 2021**
JCR Fashion Retail Pvt. Ltd. HO. Ahmedabad, GUJARAT.
 - **Managed monthly Petty cash of all branch**
 - **Prepared Selling report on daily basis.**
- **ADMIN EXECUTIVE: Jan 2016 to Oct 2019**
SAMSUNG SERVICE CENTRE VERAVAL, GUJARAT
 - **Handling various administrative and clerical responsibilities such as answering phone calls, taking and conveying messages, E-mail responses, making appointments, ordering office supplies, etc**
 - **Handling and managing calendar schedules of management, making copies of required documents**
 - **Organizing, compiling, and updating company records and documentation.**
 - **Provide administrative support to management.**
- **PERSONAL TUTION CLASSESS, Jun 2014 to Dec 2015**

PERSONAL INFORMATION

HUSBAND NAME : SUNNY DHAKAN (COMPUTER ENGINEER)
DATE OF BIRTH : 24-12-1991
AGE : 31
MARITAL STATUS : MARRIED
LANGUAGES : ENGLISH, GUJARATI, HINDI
HOBBIES : BADMINTON, DANCING AND MUSIC
NATIONALITY : INDIAN