# Key skills

**SANHVI**

**sanhvipal@gmail.com**

**022 1930 862**

**Avondale, Auckland**

* Fluent Communication
* Customer Service
* Time Management
* Teamwork
* Tenacious

# Technical Skills

* Microsoft Office Suite
* IT Support & Troubleshooting
* Networking Skills
* Python
* JavaScript
* HTML & CSS
* SQL Server
* Git Lab
* Figma and Miro
* .NET
* C#

# Education

**Bachelor’s in information**

**Technology** from Auckland Institute of Studies.  
Jan 2023-Dec 2025

# Summary

A highly motivated and detail-oriented person pursuing bachelor’s in information technology, possesses excellent communication and interpersonal skills, as well as proficiency in Microsoft 365 and CRM platforms and take initiative on technical challenges.   
Experienced in collaborating on group projects and managing time effectively to meet deadlines. Passionate about learning new skills and contributing to the success of team.   
Actively seeking opportunities to grow within a dynamic IT operations team and contribute to impactful technology solutions.

**LinkedIn: -** [www.linkedin.com/in/sanhvi](http://www.linkedin.com/in/sanhvi)

**Git Lab: -** <https://gitlab.com/sanhvipal>

# Career history

**Collection Officer** at Debtworks (Part-time)

Jun 2023 – pursuing.

*Primary responsibility is to help clients to manage their finances by recovering outstanding debts.*

**Key responsibilities**

* Handling Debt files, queries, documentation
* Working with Microsoft 365
* Customer Interaction through online platforms
* Problem solving
* Troubleshooting

**Office Admin** at If-else-Cloud (One-Off role)

February 2023 – March 2023

*Temporary role for day-to-day task.*

**Key responsibilities**

* Attending calls
* Query Handling
* Handling the data

# Interests

* Exploring new Technology trend
* Interest in social media
* Exploring New Zealand
* Sketching

# References

Available upon request.