

JYOTI JALWAL

4/48 Trickey Avenue,
Sydenham, VIC 3037
Mob: 0470406296
Email: jyotikajalwal@gmail.com

About me

I am a new migrant and have recently received my Permanent Residency in Australia and I am keen to start my career in Information Technology, Data Entry, Call Centre or as a receptionist.

Skills & Qualifications

- ✓ Enterprising, diligent and energetic professional with 3+ years of experience of running own business of boutique in India.
- ✓ Academically astute hold a PG Degree in English Literature.
- ✓ Strong interpersonal skills and the ability to deal effectively with a diverse group of individuals. Able to build successful partnerships at all organisational levels, demonstrate good judgement with the ability to make timely and sound decisions, versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- ✓ Excellent presentation skills as well as written and verbal communication skills with the ability to effectively communicate at all levels in the organisation.
- ✓ Computer skills: Windows, Linux, MS WORD, EXCEL, Data Entry, DATABASE.

My Strengths

- ✓ Positive attitude.
- ✓ Effective and soft communication skills.
- ✓ Dedication and willingness to walk the extra mile to achieve excellence.
- ✓ Confident.
- ✓ Excellent skills in customer dealings and hospitalities.
- ✓ Well versed with Computer, Internet and Office applications.
- ✓ Professional approach, respectful and ability to communicate easily and soft with people from different backgrounds.

Previous employments

Business –Self Employed
From 2008 till 2011.

Interests & personal achievements

- ✓ Won awards in Poetry recitation competition.
- ✓ Second prize in relay race competition.
- ✓ Organising money for the Old Age India and needy.
- ✓ Won Awards in English Calligraphy competitions.