

RESUME

KAIRAVI P PATEL

Mobile: +91 6354948754

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Excellent Organization, Communication, and relationship building skills Articulate and friendly with enough Self confidence and skills

Location Preference : Rajkot

PROFILE SUMMARY

- B.COM From University Of Saurashtra, Gujarat
- Conversant With **IT TOOLS** Like Ms Office (Word/Excel/Power Point) and **Computer Software.**
- Excellent team player with strong analytic and organizational skills; ability in learning new concepts Quickly, managing work pressure & communicating ideas clearly.

KNOWLEDGE PREVIEW

Well Versed with the concepts of :

- Data Entry
- Administrative support
- Strong Interpersonal Skills
- Detail Oriented
- Mail And Package Delivery

ACADEMIC DETAILS

2014	10th (S.S.C.)	89%
2016	12th (H.S.C.)	69%
2017	B.Com (F.Y)	68%

EXPERIENCE

Sales&Service 1Year 5Month Jawa Motorcycle Sales Executive

Aug 2018 To Jan 2020

Sales 8 Months LG Electronics Sales Executive

Jun 2020 To Jan 2021

Sales 3 Months Agribegri PVT LTD Sales Executive

Feb 2021 To Apr 2021

Sales 6 Months Jay Khodiyar Sales Executive

Dec 2021 To May 2022

PERSONAL DETAILS

- Date Of birth : 25/03/1999
- Age : 23
- Languages Known : Hindi , English , Gujrati
- Marrital Status : Married