



Shital Pursottambhai Makwana

60 Shivdarshan Society near Kanakdham society b h vaijnath
mahadev mandir vejapur Ahmedabad Gujarat 380051
9558225558 | shitalmakwana1997@gmail.com

Experience

- ICDS** 24/02/2020 - 31/03/2023
UIDAI Aadhaar Opretor
ICDS
 1. Capture Demographic and Biometric data of the resident getting enrolled as per the guidelines of UIDAI
 2. Enter correct details with correct spelling on softwar
 3. Execute enrolment at the enrolment stations.
 4. Generate Aadhaar Card number.
 5. Correct and Update Aadhaar Card
 6. Maintaining document hard copies
 7. Maintaining scanned documents
- ICICI Bank (i-Process Services (India) Pvt. Ltd)** 01-Jun-2023 -
SR. ASSOCIATE
Retail credit (home loan)

Education

- (M.C. Amin Girls High School)** 2012
10 th
Second class
- M.C. Amin Girls High School** 2014
12 th
Second class
- GB Shah Commerce College** 2017
B.com
Second class

Skills

- 1. I have 3 + year of relevant experience in Adhar card (UIDAI) field 2. I can easily work on computer (Certified User) 3. I have strong knowledge of UIDAI guidelines 4. I have strong analytical, interpersonal and verbal and written communication skills 5. I am detail orientated with strong ability to manage process and time 6. I have that much ability to work in a flexible and production orientated environment

COMPUTER SKILLS

- 1. MS Office (Word, Excel, Outlook, Powerpoint, OneNote, Access)
 2. Google Drive (Docs, Sheets, Slides, Forms)
 3. Email (mail merge, filters, folders, rules)

Languages

- Gujarati Hindi English

Personal Details

- Date of Birth : 04/08/1997
- Marital Status : Married
- Nationality : Indian
- Religion : Hindu
- Gender : Female

- Place : Ahmedabad
- Salary Claim : 25000