

KHUSHI VYAS

C-6, Bhavna park society, Nr amit nagar circle, 390022·Contact No:-7226877201

Patadiak03@gmail.com

CAREER OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, build a valuable skill set and leverage my learning. I am looking forward to seek a role in a company where I can contribute my ideas and be mentored towards a successful career.

EXPERIENCE

| SR. NO. | DESIGNATION | ORGANIZATION | ROLE | DURATION |
|---------|----------------------|---------------|--|-------------------------------------|
| 1. | Computer Operator | G.V. Jewelers | Converting the raw metal's data into data vouchers and enter into the software. | (Nov, 2020- APRIL, 2023) |
| 2. | Data Entry Executive | M&M Investors | To enter the investment details of the investors in software and communicate the current market rates with them. | 8 Months (March, 2020- Oct 2020) |

EDUCATION

| DEGREE | INSTITUTE | BOARD | GRADE/PERCENTAGE | YEAR OF PASSING |
|--------|------------------------------|-----------------------|------------------|-----------------|
| B.Com | MJ KUNDALIYA | SAURASHTRA UNIVERSITY | -- | PURSUING |
| HSC | UTKARSH SCHOOL OF EXCELLENCE | GSEB | 60% | 2020 |
| SSC | SUNFLOWER ENGLISH SCHOOL | GSEB | 60% | 2018 |

AWARDS AND HONORS

- Awarded with the 3rd position State Level Best Dancer in the year 2015.
- Awarded with the 3rd position State Level Best Dancer as the Rising Star in the year 2015.
- Awarded with the 2nd position District Level Best Dancer in the year 2013.

ACHIEVEMENT/PARTICIPATION/CERTIFICATION

- Certified with the “Chemical Hair Treatment Workshop” in the 2019-20
- Certified with “International Mathematics Olympiad” in the year 2016.
- Endorsed with “Certificate of Special Efforts” in social services rendered by Caring Souls Foundations in the year 2014.
- Attained 195th State Level Position in “National Science Olympiad” in the year 2012.

SKILLS

TECHNICAL

- MS Word
- MS Excel
- MS PowerPoint
- Tally Software (Advanced)
- Miracle Accounting Software

NON-TECHNICAL

- Communication Skills
- Negotiation and Conflict Resolution Skills
- Adaptable to changing environment

HOBBIES AND INTEREST

- Reading
- Travelling
- Dancing
- To interact with new people and create a friendly environment.
- To be socially helpful to the needy.
- Interested to learn newer domains and technologies.

PERSONAL INFORMATION

- | | |
|-------------------|----------------------------|
| • Gender | — Female |
| • Date of Birth | — 03/05/2002 |
| • Hometown | - Rajkot, Gujarat |
| • Languages Known | — Gujarati, Hindi, English |
| • Marital Status | — Married |

REFERENCES

Mr. Ketan Parekh
Proprietor
G.V. Jewellers
+91 9824022046
gvjewellers@yahoo.com