

RESUME

KHOT JAGRUTI JAYDEEP

SERVANT QUARTERS NO.1,
NEAR LBSV SCHOOL,
MAKARPURA,
BARODA - 390014 (GUJARAT) INDIA.

Mobile: 8511734908

E-mail: jagruti.tadvi1995@gmail.com

PROFILE SUMMARY:-

- Diploma in Information Technology from M.S.University of Baroda.
- Proficient in finding resolving malfunctions, using exceptional technical communication skills.
- Work on academic project on BARODA INDICATOR.
- An effective communicator with excellent interpersonal, logical thinking & analytical abilities.

SCHOLASTICS RECORD :-

- 2011 10th From Gujarat Secondary Education Board with 73.20% marks.
- 2015 Diploma in Information Technology From M.S. University of Baroda with second class (55.93%).

PERSONAL DOSSIER:-

- Date Of Birth : 4th October, 1995.
- Nationality : Indian
- Gender : Female
- Language : English, Hindi and Gujarati
- Hobbies : Listening Music, Cricket, Table Tennis , Badminton.

WORK PROFILE:-

1. Organization : Kataria Automobiles Pvt Ltd
Duration: 06/06/2017 to 30/08/2022.

Designation: Accessories executive and CRE (Customer Relationship Executive)

Location : Makarpura, Baroda.

2. Organization : Kyakalp Cars Pvt ltd. (MG : Morris Garages)

Duration: 01/09/2022 to 30/06/2023.

Designation: CCE (Customer Care Executive)

Location : Makarpura, Baroda.

3. Organization : Kataria Automobiles Pvt ltd

Duration: 01/07/2023 to Continue...

Designation: CCM (Customer Care Manager)

Location : Makarpura, Baroda.

DECLARATION:-

- To the best of my knowledge the information mentioned above are complete and correct.

- JAGRUTI J KHOT.