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|  | **Kruti P Garg**  B-702, Vinayak Heights,  Soma Talav,  Vadodara, **Gujarat**  Contact No: - +91 7984148336  E-mail: gargpawan1984@gmail.com |

**OBJECTIVE:-**

To attain a level of success that would give me the basis of further develop my career

Thus reaching the pinnacle of success by showing my ability to work on my own and

Under pressure to the entire satisfaction of my superiors.

**PROFESSIONAL SKILL:-**

Over 3 year experience in Accounts and Administration. Good knowledge for Purchase Sales and HR recruitments.

**COMPUTER LITERACY: -**

* WINDOWS -98, XP MS OFFICE 2000, 2003 AND
* C + +. Tally 9.1

**PROFESSIONAL EXPERIENCE:-**

**BANKERS HEART INSTITUTE :**

**1st June -2021 till Date**

**Designation: -OPD In charge**

**Job Profile: - Handling all day to day activities. Doing OPD tie-ups. Making all Co-corporate package for health check-up.**

**ASHOK EXTRUSION TECH:**

**05th August 2020 till May-2021**

**Designation :- Company Service Representative**

**Job Profile :- Handling all complains, Dispatch of spares and Machine.**

**BANKERS HEART INSTITUTE :**

**1st August 2015 till August-2020**

**Designation: - Office Executive/ OPD In charge**

**Job Profile: - Operating all OPD Services and from 21st October got Promotion as OPD in charge till date.**

**Cummins Sales and service India.**

**11th June 2010 till December 2010**

**Designation: -** Office Executive

**Job Profile: - OPERATING ALL COMPLAINS AND SALES**

**Fortune park galaxy Hotel vapi.**

**7th March 2009 till March 2010**

**Designation : -** Room service order taker.

**Job Profile: -**

**Express Residency Food and baverage services.**

**7th July 2008 till 20 Feb 2009**

**Designation: -** Room service order taker.

**AIRROW ENGINEERING LTD.**

**15th May 2007 – till 20 June 2008**

**Designation: - Office Executive / Account Assistant**

**Job Profile: -**

1. Handling day to day external calls and maintain the inbound and outbound courier.

2. Handling the all HR document keep in maintain on system.

3. Maintaining the Employee timesheets and leave application.

**JUBILANT ORGANOSYS LIMITED (SAVLI-VADODARA)**

**1st May 2006 – 28th February 2007**

**Designation: - Receptionists**

**Job Profile:** -

1. Handling day to day external calls and maintain the inbound and outbound courier.

2. Handling the all HR document keep in maintain on system.

3. Maintaining the Employee timesheets and leave application.

**EDUCATION: -**

* B.Com (Accounting & Auditing) completed from M.S University of Baroda
* Diploma in aviation & hospitality.

**CERTIFICATION: -**

* 1 Year Diploma Course Of Airhostess From AHA Institute Vadodara
* Bar tender course from Sandy Resorts Daman.

**Location : Baroda**

**Languages Known:** Gujarati, Hindi, and English

**PERSONAL DETAILS**

Father’s Name : Sh. Jawahar j. Shah

Date of Birth : 20th June’1985

Nationality : Indian

Marital Status : Married

Contact No. : +91 7984148336

CTC : 3.8 LAKHS PER ANNUM

Date: **(Kruti Garg)**