

RESUME

URMILABEN KISHANBHAI PATEL

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OBJECTIVES:-

- Seeking an assignment which will help in gaining a respectful place in organization by successfully achieving personal and organizational goals.

EDUCATIONAL DETAILS:-

Exam	Board/University	Percentage (SGPA)	Year of passing	Class
S.S.C	GSEB	53.29%	March 1999	Second Class
H.S.C	GHSEB	58.17%	March 2001	Second Class
B. A	VEER NARMAD SOUTH GUJRAT UNIVERSITY	55 %	March 2004	Second Class
M. A	VEER NARMAD SOUTH GUJRAT UNIVERSITY	55 %	March 2006	Second Class
Bed.	SHREEMATI NATHIBAI DAMODAR THACKERSY WOMEN UNIVERSITY	73 %	March 2009	Distinction Class
Computer Class	STERLITE FOUNDATION	C+	2005	Second Class

COMPUTER:-

- Operating Systems: Windows 10, Windows 8, Windows 7, Windows XP.
- MS Word, MS Excel, MS Power Point.

SKILLS AND PERSONAL QUALITIES:-

- Listening and verbal communication.
- Skilled in internet application
- Good working relationship
- Ability to work under pressure with consistent excellent results
- Planning and organization.
- Written Communication.
- Team working and organizational skills.
- Exceptionally good communication and management skills.
- Committed team player with flexible approach to work and to take initiative whenever required.
- Very energetic, organized and have well public relationship knowledge.
- Matured enough to handle the sensitive information in a professional way.
- Ability to adapt new technologies quickly.
- Have a creative mind and like to work in creative style.

EXTRA KNOWLEDGE:-

- Have been qualified with special knowledge in computer basics and other computer application.
- I also have knowledge regarding the use of web and great browsing skill.
- I also have potential and compatibility to study the new application and software which are used in different field and companies and work according to it.
- To acquire a minimum graduation in the specialized teaching subject as well as in education.
- To have bright and consistent academic records.
- To have a profile accompanying special skills and hobbies.
- Knowledge of special aids used for education purpose.

AERA OF INTREST:-

- Learning books.
- Teaching student.

EXPIRIENCE:-

- Idea Office as a Data Entry Operator from 2010 to 2011.
- District Panchayat Office as a Data Entry Operator from 2013 to 2020.

CURRENT WORKING:-

- Transport Services as a Data Entry Operator.

PERSONAL PROFILE:-

Date of Birth : 14th Jul, 1982
Father Name : Kishanbhai Gulabbhai Patel
Mother Name : Kamlaben Kishanbhai Patel
Marital Status : Married
Gender : Female
Hobbies : Traveling, Reading, and Writing.
Nationality : Indian
Language knows : English, Hindi and Gujarat.

DECLARATION :-

I certify that the statement made by me above is true and complete. I want to assure that if I am selected for the applied post, I will give satisfactory work on each stage allotted to me.

Place:

Silvassa (U.T. D. &N.H)

(URMILABEN KISHANBHAI PATEL)