

KIRTAN CHAVDA

Exton, Pennsylvania 19341
4849954693 - Kirtanchavda2003@gmail.com

EDUCATION

Expected in 05/2025 **Bachelor of Science: Computer Science**
West Chester University of Pennsylvania - West Chester, PA

SKILLS

- | | |
|--------------------|--------------------------------|
| Languages: Java | • Budget Management |
| Public Speaking | • Administration and Reporting |
| • Brand Management | |

WORK HISTORY

- 07/2021 to Current **Office Manager**
Best Eye Vision – Malvern
- Controlled finances to lower costs and keep business operating within budget.
 - Enhanced team productivity by delegating tasks effectively and overseeing daily workflow.
 - Handled sensitive information with discretion, maintaining confidentiality of company documents and personnel records.
 - Coordinated special projects and managed schedules.
 - Facilitated smooth communication between departments, addressing concerns promptly to maintain harmonious work relationships.