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Career Objective

Looking for a challenging position in a well-established organization having good communication skills and strong knowledge, about, financial matters. Good in dealing with the clients and can provide my experience to resolve the issues faced by company.

**COMPUTER SKILLS:**

* MS Office 2000 –Microsoft Excel, Microsoft word, PowerPoint,
* application software & Outlook with Internet surfing

Qualification

* Three-Year Full Time graduate Course of Bachelor of home science (B.HS) in Kundalia College at Rajkot In Gujarat University With 59%
* 12th (Arts) from G.H.S.E.B. With 59%.

Key Skills and Strengths

* + Outstanding communication ability.
  + Telephone Skills, Verbal Communication,
  + Good and intense organizational skills.
  + Excellent interpersonal skills

Professional Experience

Organization : Marwari Shares & Finance Ltd. (2012 to 2015)

Designation        :      Executive (Business Development)

Job Profile

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
* Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Contributes to team effort by accomplishing related results as needed.
* Executive & Administrative Support
* Complaint Handling Answer multi-line telephone to screen, forward and take messages

### PERSONAL DETAILS:

* Date of Birth : - 03 April 1987
* Sex : - Female
* Marital status :- Single
* Language known :- English, Hindi,Gujrati, Marathi