**C.V**

**PERSONAL DETAILS**

**NAME:** Kadodia

[Kadodia.347207@2freemail.com](mailto:Kadodia.347207@2freemail.com)

**CAREER OBJECTIVES**

To secure an appropriate position, this will provide growth opportunities with effective utilization of my skills and experiences also the opportunity to learn more in professional Atmosphere.

**SUMMARY**

* An effective communicator possessing excellent presentation & soft skills with honed Sales & marketing management, logical and problem-solving abilities.
* Recognized for successfully meet targets, proficiently formulating and implementing budgets, building high-performing teams and nurturing fruitful relationships with customers.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO** | **DEGREE** | **BORD & UNIVERSITY** | **PASSING YEAR** | **PER% OR GRADE** | **SPECIALIZEDSUBJECT** |
| **3** | **BBA -** | **Jaipur National University,Jaipur** | 2014 | 700 – 398 - **B** | Business Administration |
| **2** | **BBA -** | **Jaipur National University,Jaipur** | 2013 | 700 – 411 - **B** | Business Administration |
| **1** | **BBA -** | **Jaipur National University,Jaipur** | 2012 | 700 – 447 - **B** | Business Administration |
| **2** | **12th HSC** | **GHSEB** | 2009 | 54.14% | Psychology, Philosophy  Economics, English |
| **1** | **10th  SSC** | **GSEB** | 2007 | 45% | English,Maths, Science,geography,ss |

**COMPUTER SKILLS**

|  |  |
| --- | --- |
| **OS** | Microsoft - Windows XP, Windows VISTA, windows 7, Windows 8 |
| **MS OFFICE** | MS Word,MS Excel,MS Power Point,MS Outlook ,MS Access 2007,2013 |
| **AD EXCEL** | 2007,2013 |
| **I.T ( IIHT)** | Computer Hardware & Networking, EL+,A+,N+,CCNA, MCSA |

**PROFESSIONAL WORK EXPIRENCE**

**1. Name of the Company: - GAMMON INDIA LTD.**

* **Designation : -** ADMIN ASSISTANT
* **Duration : -** 10th SEP 2010 To 25th AUG 2012

**2. Name of the Company: - TIKONA DIGITAL NETWORKS**

* **Designation : -** SALES EXECUTIVE
* **Duration : -**  8 AUG 2014 To 30 DEC 2016

**SKILL SET**

* Positive attitude
* Communication skill & Networking skill
* Ability to create network

**INTERESTS**

* Traveling
* Music
* Reading & Writing
* Hard Work

**LANGUAGES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Language** | **Read** | **Write** | **Speak** |
| 1. | English | 🗹 | 🗹 | 🗹 |
| 2. | Gujarati | 🗹 | 🗹 | 🗹 |
| 3. | Hindi | 🗹 | 🗹 | 🗹 |