***VEDANSI***

[***VEDANSI.359259@2freemail.com***](mailto:VEDANSI.359259@2freemail.com)



***Personal Information: -***

***Date of birth : - 29th August 1994***

***Marital status : - Married***

***Nationality : - Indian***

***Objective:-***

* ***To enhance my knowledge and capabilities by working in a dynamic organization that prides itsefl in giving substantial responsibility to new talent.***
* ***Challenging position in your organization to utilize my skills and abilities that offers professional growth while being resourceful, innovative flexible and adaptable.***
* ***As a management professional, I would like to utilize my professional as well as interpersonal skills for the benefit of the organization. My natural management skills should be able to help me in maintaining coherent relationship amongst the workforce.***

***Academic Education :-***

***March 2010,10th From (S.S.C) Ahmedaba***

***March 2012, 12th From (H.S.C) Ahmedabad***

***B.com (Commarce) 2015,From Ahmedabad***

***Diploma in Computer Progamming From Electronics Corporation***

***Of India Limited.***

***P.G.D.C.A From Ahmedabad (Gujarat)***

***Computer Skills:-***

***Office Productivity :- Language : ccc, c+, Computer Opreting***

***MS Office, (Microsoft Excel, Word), Photoshop, Windows***

***Microsoft Office package***

***Internet Browsing.***

***Work Experience : -***

* ***2 Years Esperience in Nisan Auto Mobile Co. as a Store Assistant.***
* ***1 and Half Years Experience in Our Home Appliances Work Shop.***
* ***All Most 1 Year Experience in D MART as a Cashier.***

***Summary :-***

* ***Responsible as a Personnel and Administrative role in the firm.***
* ***Good at Building Relationships across Different Levels and with People From all Social or Cultural Backgrounds.***
* ***Answer Customer Queries and Complains in a Courteous Manner.***
* ***Excellent work Ethics / Common Sense Approach to Work Challenges***
* ***Good Verbal and Written Communication Skills***
* ***Played an important role in the preparation of Employee Files***
* ***Responsible for all the Stock Verifications of the Counter Given by Manager.***
* ***Participated as an organizer for team members.***
* ***Participated as a coordinator.***
* ***Work dedicated Team player.***
* ***Self motivated with good communication skills.***

***Work Approach :-***

* ***Hard Working , Dependable, and Responsible***
* ***Self Motivated and can work well under pressure***
* ***Responsible for the Stock, Store Maintenance, Store Expenses etc.***
* ***Can Effectively deal with people***
* ***Flexible, Patient, and Results-Oriented***
* ***Willing to work Over Time***
* ***Efficient and Effective at managing Multi-Tasks***
* ***Keen Attentions to Details***
* ***Ambitious & Flexible with an ability to adapt to changing environment.***
* ***Knowledge based skills acquired from education.***

***Strengths:-***

***· Excellent customer service and convincing skill***

***· Strong and dedicated attitude.***

***· Impressive professional skill***

***· Flexible and professional attitudes***

***· Leadership quality***

***· Good Team worker***

***· Ability to analyze***

***· Quick learner***

***· Dedicated and Selfmotivated***

***· Working under deadlines and pressure***

***· Loyal, sincere and diligent***

***Environmental Interests:-***

***· Creative and challenging works.***

***· Full cooperation from team***

***· Professional and friendly***

***· Good Team work***

***· Problem solving***

***· Leadership roles***

***Award & Achievement***

***· Sketch certificate at district level.***

***· Certificate have for the national level dancing competition from media level.***

* ***“The Above Information True to Best of My Knowledge”***