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**Kavita**

**Kavita.364356@2freemail.com**

**Academic Qualifications:**

* M.B.A in Finance from ICFAI University.
* Graduation in B.Com (Accounts) from Gujarat University with 53% in 2010.
* H.S.C from St. Mary’s High School, Gujarat Secondary Education Board,

With 60% in 2007.

* S.S.C from Sheth R.T.New Education High School, Gujarat Secondary Education Board,
* Gandhinagar with 64.43% in 2005.

**Additional Qualifications:**

* Completed course in CCC from C-DAC, Ahmedabad with A+ Grade.
* Completed course in Tally from C-DAC, Ahmedabad with A Grade.

**Technical Qualifications:**

* Well versed in MS Office & Internet.

**Work Experience:**

* Worked as an Accountant in Kavita Fabricators
* Worked as a customer service associates at Kotak Securities

(From June ‘2014 to February 2015)

* Worked with Spice jet Pvt. Ltd for 1 year 4 months as a Tr.CSE.

**Key Responsibilities:-**

* Customer facilitation
* Create Reservation Special Service Request
* Ticketing and queries with regarding our product
* Understand the customer’s requirement
* Documentation and analyzing the required information and data.

**Strengths:**

* Punctuality, Sincerity, Reliable

**REFERENCE:**

**As per your request**

Place : Dubai

Date : 26/04/2017