Curriculum vitae

**Bhavana**

**Email:** **bhavana-395937@gulfjobseeker.com**

#  OBJECTIVE

To work with all dedication utilize my potentials to the best of my knowledge and education Ability to work in a busy environment several tasks.

Planning, organizing and co ordinations competence Administrative proficiency

#  SKILLS

* Ready to take responsibility
* Quick learner and good interpersonal skills.
* Very good knowledge in computer
* Hard Working and Self Learning
* Strong Selling power and leadership.
* Loyal and friendly to environment as in it
* Leadership quality

#  EDUCATION

* Passed SSC from Gujarat State Education Board with first class
* Passed HSC from Gujarat State Education Board with second class
* Bachelor (BA – English) with first class

#  EXTRA CURICULAM ACTIVITIES

* Basic knowledge in computer.
* Ms excel
* Ms power point
* MS Office.
* Tally

#  EXPERIENCE

* Dimple fashion in sharjah.
* Working as a sales and admin manager.
* Regularly Maintains the report of stock.
* Ashray education
* Admin Assistant (April 2015 – April 2018) Rajkot, Gujarat, INDIA

#  DUTIES

* Answer and direct phone calls.
* Managing a stock.
* Managing a cash counter.
* Organize and schedule meetings and appointments.
* Maintain contact lists.
* Produce and distribute correspondence memos, letters, faxes and forms.
* Assist in the preparation of regularly scheduled reports.
* Develop and maintain a filing system.
* Order office supplies.
* Book travel arrangements.
* Submit and reconcile expense reports.
* Provide general support to visitors.
* Provide information by answering questions and requests.
* Take dictation.

 **PERSONAL INFORMATION**

Date of Birth: 1st April 1994

Nationality: Indian

Languages: English, Guajarati, Hindi

Gender : Female

Visa Status : Visit Visa ( 3 Months)

Marital Status : Single

Current Location : : Dubai, United Arab Emirates