

RESUME

Name : BHAVANA JALODIYA
Address : 131 Suncity-2, Near Ramashray Hotel, Dewas MP - 455001
Contact : 9981735043

Objective

To successfully work for an organization with utmost sincerity & dedication so as to enhance my knowledge & skills in conjunction with the organizational requirements & goals.

Educational Profile

- Higher Secondary Examination from M.P. Board of Secondary Education Bhopal (1995-96)
- High School Examination from M.P. Board of Secondary Education Bhopal (1993-94)
- BA Graduate in Counseling and Guidance from Mahraniya Institute (2010-11)
- PGDCA From Advance Computer Centre Dewas (2014-15)

Experience:

- Escort Junior College Dewas as a Back Office Executive.(2014-2015)
- Vijay Jyoti Academy Dewas as an office in charge. (2015- 2016)
- The Guardian High School Dewas. (2018-2019)
- Anamy H.S.School Dewas.as an office assistant. (2019 to 2022)
- Escort Junior College Dewas as a Front Office Executive.(2022-2023)
- Sandipani Higher Secondary School Rajoda (2023-2024)

Computer Skills

- Operating System:- Windows Exp.
- Ms Word & MS Excel.
- Software Program.

Strength

- Good Communication Skill.
- Responsible & Hard Working.
- Good Command on Computer.
- Hindi English Typing Speed.
- Deals with accounting to maintain record.

Personality Traits

- An enthusiastic person who performs all office tasks to the highest standard & within given time scales.
- Excellent Communication skills in written & verbal both
- Responsible for all aspects of the day to day running of the filling, copying, report writing & invoicing
- Manage the document in proper way.
- Handle all the other responsibilities related to the job.
- Create a unique way to manage the documents.

Personal Information

Name	:	Bhavana Jalodiya
Husband Name	:	Sunil Jalodiya
Date of Birth	:	16-01-1980
Gender	:	Female
Marital Status	:	Married
Nationality	:	Indian
Languages Known	:	English, Hindi.

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