

# Himanshi Dodiya

## OBJECTIVE

Maintained an organized filing system of paper documents and electronic files.

Performed data entry tasks into various computer systems accurately and efficiently.

Organized files, developed spreadsheets and scanned documents to improve organizational workflow.

Social Media Post Design in Adobe Photoshop.

## SKILLS

Communication

Time management

Active listener

Willingness to learn

Self-reliance

Attention to details

Social Media Post Design

## ADDRESS

Shree Sadguru Colony,  
A.G. Chowk, Kalawad Road,  
Rajkot - 360005

## PHONE

9898838317 / 9106961605

## EMAIL

himanshi.dodiya@gmail.com

## EXPERIENCE

JAN-2024 – TILL DATE

Back Office / Office Admin \* Mehta Herbals Pvt Ltd, Metoda

JUN (MID) 2023 – DEC-2023

Office Administrative / Manual Software Tester / Social Media Post Design (PS) \* Param Web Solutions, Rajkot

JUL 2016 – JUN (MID) 2023

Office Assistant / Administrative \* Saurashtra University, Rajkot

### Key Responsibilities

- Maintained an organized filing system of paper documents and electronic files, completing common tasks on computer.
- Performed data entry tasks into various computer systems accurately and efficiently.
- Organized files, developed spreadsheets and scanned documents to improve organizational workflow.
- Execute other Front-office and Back-office tasks.
- Manage / maintain the entire Software particular tasks.
- Proper utilization of MS Office – Word, Excel, PowerPoint and Email Client (Outlook).
- All other office related tasks to evaluate.
- Detecting Software Bugs / Errors and Testing & Analyze the Result.
- Plans, prepares, and executes tests of systems to evaluate results against requirements as well as analyze/report test results.
- Make Social Media Post Design in an Adobe Photoshop.

## EDUCATION

- Bachelor of Engineering - C.E. \* T.C.E.T. Rajkot \* GTU ( 2016)  
\* 7.99 CPI
- Diploma in C.E. \* A.V.P.T.I Rajkot \* GTU (2012) \* 8.18 CPI

## CAREER OBJECTIVES

- I see this opportunity as a way to contribute to the fast-moving organization.
- I will improve my skills and secure a challenging position to work and surely ensure that you will be satisfied with my work performance.
- Basically goal oriented and ambitious to work with your foundation.

## SUMMARY

I am looking for a position to move forward my career. I wish to work in dynamic environment that will contribute to my personal growth.