

SWATI OJHA

B-403, Pearl 100, Near Sanidhya
Apartment
Chandkheda, Ahmedabad (Gujarat)
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CURRICULUM-VITAE

CAREER OBJECTIVES

To work in an organization that nourishes ideas and provides change to shape well in life utilizing abilities. A position in a result oriented company that seeks an ambition person, where my skills be utilized towards mutual growth and advancement

PROFESSIONAL OBJECTIVES

To build a successful career with a professionally managed organization committed in creating and managing world-class infrastructure facilities and service that involve bench marks.

HIGHLIGHTS OF EXPERIENCE

experience in the field of Administration, Customer Relations, Finance Management, Human Resource & other related fields.

Exposure across diverse Industries/sharp memory/ability to work under pressure.

Proactive/willingness to experiment & accept additional responsibilities/integrity & commitment to work.

An effective team member with strong troubleshooting & Problem solving skills excellent & team building skills with an eye for detail ability to get things done better, faster & cost effectively.

PROFESSIONAL EXPERIENCE

Presently working in M/S SUCCESS VIBRANT HR & PR SOLUTIONS PVT. LTD.

Designation : H.R. Executive
n : 01st July 2019 to till date
Duration

Responsibilities:

Manpower recruitment process
Staff salary preparation
MIS Preparation
Monthly bills for clients.

M/S Prime Shine Services.

Designation : Senior officer Internal Audit
n : 07th December 2017 to 30th June 2018
Duration

Responsibilities:

Electrical Pole Installation PPT Graph Presentation on install and uninstall through graph presentation
Employees Salary Preparing.



Employees Salary Distribution.
Making Workmen Register, Provident Fund statement, Salary and Wages, etc.
Handle joining new employee and making full and final.
Products Purchasing, Stock Maintains & Billing
Products Presentation.



CURRICULUM PROFILE

Course of Study : B.Com (Hons.)
University : S.S.L.N.T. Mahila Vidhyapith.

PROFESSIONAL CERTIFICATION

Ms- Office 2007 Yash Computer Institute, Pune Maharashtra Grade-A

HONORS AND ACHIVEMNETS:-

Bhartiya Sanskriti Gyan Parisksh Year- 2012 Grade- General

Akhil Rashtriya Rashtra Bhushan Pariksha Year-2011 Rank- First

Spell Bee Compition Year- First

HOBBIES

Sketching, Traveling

PERSONAL DETAILS

Name : Swati Ojha
Fathers Name : Shri. Arun Kumar Ojha
Permanent Address : B-403, Pearl 100, Near Sanidhya Apartment Chandkheda,
Ahmedabad (Gujarat) PIN - 382470
Date of birth : 07th April 1998
Sex : Female
Nationality : Indian
Language Known : Hindi, English & Guajarati
Marital status : Unmarried
Personal Strength : Smart & Hard working

I hare by declare that all the above Information's are true and correct to the best of my knowledge.

Place: _____

Date: _____



[SWATI OJHA]

