



SHRADDHA MATHAVADIYA

BACK OFFICE EXECUTIVE

About Me

Graduate with 2 years of experience in back-office operations. Strong communication and interpersonal skills. Proficient in administrative tasks, data management, and process coordination

Contact

 +919016158013

 shraddhamathavadiya@gmail.com

 Kaliyabid Virani Circle
Nachiketa School Plot
No.27/21 Bhavnagar-364002

Skills

- CCC
- TALLY WITH GST
- DIGITAL INDIA COURSE
- DATA ENTRY COURSE
- TELECALLING

Language

- English
- GUJARATI
- HINDI

Education

(2022-2023)

**NANDKUWARBA MAHILA COLLEGE
BACHELOR OF ARTS**

(2019 -2020)

**KANYA VIDHYALAY VALAWAD
H.S.C**

Experience

(2024-2025)

**ETERNAL AUTOMOBILES
R.T.O EXECUTIVE**

- OTP, ENTRY, VERIFY, SCANNING, DOCUMENT UPLOAD, PAYMENT
- APPROVAL, NO. PLATE ORDER
- INSURANCE, TALLY BILL, BMC TAX

(2023-2024)

**PATEL HERO
R.T.O EXECUTIVE**

- INSURANCE RENEWAL, CORRECTION, PRINTING, MAIL.
- OTHER BACK OFFICE RELATED WORK.