

Vaishali Vora

Bhavnagar, Gujarat, India | +91 9426768013

Professional Summary

Dedicated and detail-oriented professional with experience in customer support and administrative operations. Skilled in communication, client handling, accounting fundamentals, and office management. Proficient in MS Office, internet applications, and Tally with GST. Strong organizational abilities with a commitment to delivering efficient and professional service.

Work Experience

Adviser | Tech Mahindra

Aug 2019 – Mar 2020

- Assisted customers by resolving queries and providing professional support.
- Maintained effective communication with clients and internal teams.
- Handled documentation and administrative coordination efficiently.
- Ensured timely resolution of customer concerns while maintaining service quality.

Educational Qualifications

Qualification	Institution / Board	Year	Percentage / CGPA
M.Com	Saurashtra University	2006	53%
B.Com	Saurashtra University	2004	58.42%
HSC (Commerce)	G.H.S.E.B	2001	62.33%
SSC	G.H.S.E.B	1999	75.71%

Certifications

- Diploma in Financial Accounting
- CCC Certification
- Tally with GST

Computer Skills

- MS Office
- Internet Applications
- Tally ERP & GST

Achievements

- Completed “Upantya Visharad” (Vocal & Instrumental) from Gandharva Mahavidyalaya.

Key Skills

- Customer Service
- Communication Skills
- Office Administration
- Team Coordination
- Accounting Basics
- Documentation Management
- Problem Solving

Languages

- Gujarati
- Hindi
- English