

# VAJA ARCHI SHANTIBHAI

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**Address:** Plot No-36, E-404, Mukhyamantri Aavas Yojna, Fulsar, Bhavnagar, Gujarat

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## Career Objective

Motivated and hardworking postgraduate seeking an opportunity in the banking and administrative sector where I can utilize my communication skills, computer knowledge, and dedication to contribute to organizational growth while building a successful career.

## Educational Qualification

| Qualification | Institute Name                        | Percentage |
|---------------|---------------------------------------|------------|
| M.Com         | Maharani Nandkuvarba College          | 72%        |
| B.Com         | Shree Swaminarayan Kanya Vidyalaya    | 59.93%     |
| 12th Commerce | Nandkuvarba Kshtriya Kanya Vidhyalaya | 76.00%     |
| 10th          | Sister Nivedita Vidyalaya             | 82.5%      |

## Skills

- Basic Computer Knowledge
- MS Office (Word, Excel, PowerPoint)
- Completed Tally & GST Accounting Course
- Communication Skills
- Gujarati, Hindi & English Language Knowledge
- Teamwork & Time Management

## Experience

### Computer Operator – Rajdeep Gas Agency

Duration: 1.6 Years

- Handling customer payments and money transfers
- Receiving and managing cash transactions
- Handling customer calls and inquiries
- Assisting and answering customer queries at the office
- Creating new gas connections and maintaining records
- Basic computer and office work management

## Personal Details

**Nationality:** Indian

**Gender:** Female

**Marital Status:** Single

## Declaration

I hereby declare that all the information mentioned above is true to the best of my knowledge and belief.

Date: \_\_\_\_\_

Place: Bhavnagar