

JHANVI NIRAVKMAR SUKAWALA
PHONE NO(M) : +91-7265825766(WHATS APP)
+973-35913541
Currently In Bahrain
EMAIL ID : jhanvimodi@gmail.com



➤ **Work Experience:**

As a fresher I am looking for creative and challenging environment where I can refine my knowledge and skills further. I would like to work for organization where I will get an opportunity to prove my ability and learn to new things.

➤ **Work Experience:**

Company: Vishaka Education & Consultancy

Designation: Consulted & Tele calling Functional

Area: Customer Service, Operation

Experience: 1st February 2017 to 31st December 2018

➤ **Job Description:**

- ❖ Collect all application details from customers over phone and input them into for evaluation.

➤ **Company: SMP Construction**

Designation: Receptionist

Functional Area: Customer Service, Operation

Experience: 1st January 2019 to till

➤ **Job Description:**

- ❖ Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- ❖ Directs visitors by maintaining employee and department directories; giving instructions.
- ❖ Maintains security by following procedures; monitoring logbook; issuing visitor badges.
- ❖ Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
- ❖ Maintains safe and clean reception area by complying with procedures, rules, and regulations. Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- ❖ Contributes to team effort by accomplishing related results as needed.

➤ **Skills:**

- ❖ Telephone Communication.
- ❖ Microsoft Office.
- ❖ Listening, Professionalism & Organization.
- ❖ Customer Focus.

➤ **Technical Skills:**

❖ Programming Language: php, .net

❖ Web Technologies:

HTML, CSS, Bootstrap, jQuery, Java Script, Ajax, Node js, Angular Js Database: MySQL

➤ **EDUCATIONAL QUALIFICATION:**

Qualification	University/Board	Year of Passing	%Percentage
Diploma in IT Engineering	Kalinga University	2019	6.4%
S.S.C	Gujarat Secondary and Higher Secondary Education Board	2016	51%

PERSONAL DETAILS:

Name	Jhanvi Niravkumar Sukawala
Date of Birth	03/09/1998
Gender	Female
Father's Name	Paresh Vasatlal Modi
Mother's Name	Darapana Paresh Modi
Nationality	Indian
Marital status	Married (NiravKumar Sukawala)
Languages Known	English, Hindi, Gujarati. (spoken & written communication)
Hobbies	Reading, Travelling.
Passport Details	T1570929 Date of Issue: - 04/01/2019 Date of Expiry: - 03/01/2029 Place of Issue: - Bharuch
CPR Details	980930634 Date of Expiry: -

➤ **DECLARATION:**

I declare that the details given above are correct to the best of my knowledge.

Date:

Place: Bharuch.

Jhanvi Sukawala.

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