

RESUME

Ms. Neha Lakhabhai Ram,

Sanjavapur,

Una, 362550

Gir Somanath

Contact Number :8780667737

E-Mail ID: Ramnehu@gmail.com

Goal

- » I want to be part of an organization where provides me ample opportunities to sharpen and present my acquired skills and also where my Education, Training, Experience, Project and skills can be effectively geared. I would like to work in challenging environment that would lead to the fulfillment of both corporate and personnel goals.

Education Qualification

No	Qualification	Passing Year	Percentage	University/Board	School/ Collage
1	B.Com	Running		Dr.Babasaheb Ambedkar Open University	Shree K.D.Barad Smark Sanchalit Arts & Computer Science Collage, Siloj
2	H.S.C	2017	72%	G.S.H.E.B.Gandhinagar	Swami Vivekanand Sankul Yajpur (Una)
3	S.S.C	2015	44%	G.S.E.B.Gandhinagar	Swami Vivekanand Sankul Yajpur (Una)

Other Qualfication



CCC, BCC Gujarati and English Typing and basic internet.

Computer Skill

MS Office	Intermediate
Internet Application	Proficiency
Adobe Photoshop	Intermediate

Personal Memoredum

Full Name : Neha Lakhabhai Ram

Date OF Birth: 12TH June , 2000

Gender : Female

Marital Status : Unmarried

State : Gujarat

Nationality : Indian

Hobbies : Listening to music ,Singing, Books Reading , Playing.

Experience : **Khushi Eye Hospital Rajkot in Receptionist and O.T Assistant, 2017-20.**

Well Care Hospital Rajkot in Receptionist, 5 months.

STRENGTHS: Physically Fit, loyal, punctual, hard work, Flexibility & Adaptability.

Language Known:

Gujarati	Hindi	English
Write	Read	Speak
Yes	Yes	Yes
Yes	Yes	Yes
Yes	Yes	Yes

Personal Ability

Skills	Determined and Disciplined, Quick Learner, Good Observer, Empathetic ,
--------	--

Declaration

- » I hereby inform you that the above information is to the best of my knowledge. I have assure you that I'll be fully dedicated and co-operative in every aspect.

Yours Sincerely

Neha Ram