

NARANBHAI VEGAL

OBJECTIVE.

- ❖ To achieve customer satisfaction (both internal & external) by providing **Administrative Services** with soul. To creatively excel in the work area and prove that **Sky Is the Limit**.

ACADEMIC QUALIFICATIONS.

- ❖ Bachelors Of Arts from Saurashtra University in April-2007
- ❖ B.Ed. from Saurashtra University in April 2012
- ❖ Masters Of Arts from Saurashtra University in April-2014

PROFESSIONAL EXPERIENCE.

- ❖ Of 20 Years.

Work Experience:-

Name of Company: -JIVABHAI JOTVA (Ambuja Cement Ltd.)

Location: - Ambujanagar

Joined - 1st April 2004 as a Supervisor , Presently working as a Office Assistant (Administration)

Accommodation:-

- ✓ Looking after the arrangement for providing accommodation with full furniture as per company policy to 750 quarters.

Dispatch:-

- ✓ Looking after the arrangement for Postal / Courier section both Internal and external correspondence and Data entry of Invoice

Miscellaneous:-

- ✓ Looking after the management of housekeeping

COMPUTER PROFICIENCY

- ✓ **Operating System Knowledge –** Windows 10
- ✓ **Package Known -**Windows 10, MS Office , Lotus Notes, MS Excel, Knowledge of SAP

PERSONAL PARTICULARS

Name: Vegal Naranbhai Kalabhai

Date of Birth: 01/05/1981

Address: 289, Old Navapara Street, At-Kadodara, Taluka-Kodinar,
District-Gir Somnath, Gujarat-362720

Contact: +91 9277555631

Email: rameshvegal@gmail.com

Hobbies: Cricket, Reading, Music Listening

Languages: Gujarati, Hindi, English