



Komal Chavda

My Contact

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📍 150ft ring road, Rajkot

Hard Skill

- Project Coordination
- Financial accounting
- Business valuation
- Staff management
- office administration

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- Bhaisahab ba school
HSC
Completed in 2015
- Saurashtra University
B.Com
Completed in 2016
- Saurashtra University
M.com
Pursuing

About Me

Experienced administrative professional with a decade of diverse experience, including roles in executive support and office management. Proven ability to coordinate projects, manage operations, and build strong professional relationships as a Management Representative.

Professional Experience

Fishfa Bioscience Ltd
2024 - Present

Key responsibilities:

- Acted as a key liaison between management and departments to ensure smooth communication and workflow.
- Coordinated meetings, documentation, and compliance activities for management reviews.
- Prepared performance and audit reports to support strategic decision-making.
- Ensured adherence to organizational standards and quality systems.
- Supported senior management in planning, monitoring, and improving operational processes.

Kamya textile Mills pvt ltd
2023 - 2024

Key responsibilities:

- Analyze current and past financial data
- Expenses management
- market trend research and designing
- Provide daily work program
- Consult with the management team to develop long-term commercial plans
- Maintain despatch products data and stock
- Register and online sheet management

Shivechchha rehabilitation center
2019 - 2023

Key responsibilities:

- Patient data management
- Management coordination, staff management, meeting schedule
- staff salary and insentive calculation

Vision School
2015 - 2019

Key responsibilities:

- English speaking practice
- Planning and preparation for lessons
- Ability to multitask and handle diverse responsibilities efficiently.