

RESUME

KHUSHBU TRIVEDI

Add: 47, vaijnath nagar society,
Borisana road,
Taluka: Kalol –

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CAREER OBJECTIVE

To be a part of an organization, where I can get a challenging and growth oriented position which explores my skills and experience thereby works for the growth and prosperity of the organization.

Personal Detail

- Name:- Trivedi Khushbu Navinchandra
- Date Of Birth:- 18th June, 1992
- Sex:- Female
- Nationality:- Indian
- Hobbies:- Listening Music, Travelling
- Language Known:- English, Hindi, Gujarati
- Marital Status:- Unmarried

EDUCATION

Qualification	Specialization	University/Board	Year	Marks (%)
B. E. D	ACCOUNT	Gujarat University	Pursuing Last year	-
MBA	HR	Gujarat Technology University,Gandhinagar	MAY- June 2016	7.43%
BBA	Accounts	Hemchandracharya North Gujarat Unversity, Patan	March- June 2014	6.24%
HSC	Commerce	Gujarat Secondary & Higher Secondary Education Board,Gandhinagar	March 2010	53.14%

SSC	General	Gujarat Secondary & Higher Secondary Education Board,Gandhinagar	March 2008	54.77%
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WORK HISTORY

- Also providing personal coaching - kalol
- 2019-2020 working in Excellence Academy as PTE/IELTS tutor/Counselling Students/Overall Administration/Scheduling Exams/Arrange weekly test- prepare notes /Provide duly Guidance of each module & arrange seminar once in week- kalol.
- 2018- worked in Shri hari as a IELTS tutor as well as counselling of Canada student visa- 6 Months.
- 2017- Worked as a PD (Personality Development) lecturer in National Institute of Aviation/Counselling/ Administrator. - Mehsana
- 2016- Worked as Counselor/ Supervise USA Visitor visa Ds-160 form/ Cold calling - Mehsana.

CERTIFICATIONS

- 1st Prize in IVY 2012 For Ad-mad show in S.V. Campus in Kadi
- 3rd prize, for Ad-mad show in HNGU at patan
- 2nd prize for Ad-mad show in Shayona institute of management at Ahmedabad
- In Skit (Play), Sangat – 2012 and sangat-2013 In S.V. Campus at Gandhinagar
- 3rd prize in fashion show in S.V. Campus at Gandhinagar
- Secured Appreciation position in the Rally event at Gandhinagar

ADVENTURE

Completed Rock Climbing Conducted by “**GUJARAT STATE MOUNTAINEERING INSTITUTE**” from 24/5/2001 TO 30/5/2001 at **MOUNTABU**

PROJECTS

- **Summer Internship Programme** “A Study on Human Resource Practices with Specific Focus on Absenteeism of Employees” at **Uttar Gujarat Vij Company LTD(UGVCL)**. Mahesana.
- **Global Country Search Report-TOURISM Industry, Colombia**
- **Comprehensive Project-**
-“A Study On **Effectiveness of DTH Services** in kadi” (**BBA**)

-“A Study On The **Effectiveness Of Campus Interview** training Of Post Graduate Students” (**MBA**)

COMPUTER SKILLS

- Utility Software: MS Office, **IBM SPSS for Data Analysis**, Networking
- Operating System : Windows 2000, XP, 7 & 8.

STRENGTHS

- Good Communication skill, Creative thinking, Problem solving
- Fast and continuous learner and can handle a wide variety of roles
- A good coordinator, a team player and also a sole performer

DECLARATION

I, here by, declare that all the information mentioned is genuine, true, and complete. If you give an opportunity to work in your esteemed organization. I will put my best efforts.

Date :- 26-2-2016

Signature

Place :- Kalol

(KHUSHBU N. TRIVEDI)