

# CURRICULUM VITAE

## HIRAL VYAS

"GURUKUTIR",  
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### Objective :

To Secure a Position in Organization where I can offer versatile management skills. Able to juggle multiple priorities and meet tight deadlines without compromising the quality.

### Educational Qualification

Degree/ Certificate	Institution / Board	Year	CGPA/ Percentage
Master of Business Administration	Shri Ramdeobaba College of Engineering And Management Nagpur.	2022	7.4
Bachelor of Commerce	RTMNU	2019	67%
Higher Secondary Certificate	V.M.V. College, Nagpur	2016	84.41%
Secondary School Certificate	The Swaminarayan School, Nagpur	2014	7.4

### Job:

- Worked as an intern with Spacewood Furnitures Pvt. Ltd. Handled documentation of overall staff, recruitment of new BDE.
- Worked as an intern in Confidence Petroleum India Ltd. Created Job Description, recruitment of Marketing Executive, screening of new resumes on Job portals.
- Worked as a Data Entry Operator with CropData Technology Pvt. Ltd. Handling and maintaining data of farmers based at Gujrat.

### Skills :

- Good communication skills
- Quick Learner
- Good Listener
- Team Player

### Technical Skills :

- Tally
- MS-Office
- Online Research
- Online Screening in Job Portals

### Personal information

Husband's Name	Mr. Chintan H. Trivedi
Date of Birth	23/10/1997.
Gender	Female
Marital Status	Married
Languages Known	English, Hindi, Marathi, Gujarati.