



## RESUME

**Ms. Kunjal D. Thakkar**

**M: 9821551216 /022-67772300-456 & 457**

**Email-kunjalbhansali@gmail.com**

[Kunjalbhansalithakkar@gmail.com](mailto:Kunjalbhansalithakkar@gmail.com)

**A/8 Dharma Veer Anand Co- Society ,2<sup>nd</sup> floor , opp Shiv Sena Shaka,Wagle Estate , Thane  
(W), Mumbai – 400 604.**

---

### CAREER OBJECTIVE

- To secure a position in the corporate sector where I can apply my creative skills and experience and be a part of a team that helps to achieve the organization's success. I look forward to work in challenging projects and be an asset to your firm.

---

### WORK EXPERIENCE

- 1) Worked in “**Airship Services Pvt. Ltd.**” as a “Office Assistant” for 6 months.
- 2) Worked in “**HDFC Bank**” as a “coordinator” for 1 year.
- 3) Worked in **REMMA CONSULTING SERVICES** (Post- Client relationship manager) for 1 year.  
Doing Feedback as per there requirement about Resale & under construction, leases and arrange the Client site visit.
- 4) Worked in **AKBAR TRAVELS OF INDIA PRIVATE LTD** (08 May 2011 to Aug 2012 in Akbar Andheri branch)
- 5) Worked in **AKBAR TRAVELS OF INDIA PRIVATE LTD** (Aug 2012 to 15 Dec 2012 Ghatkopar branch)
- 6) Worked with **AKBAR HOLIDAYS Pvt Ltd** from Feb 2013 to June 2013
- 7) Worked with **A K Travels** from 01July to September 2013
- 8) Worked with **Podar Education** from 01Oct2013 till date 2014 (Company Travel Executive in Admin Department)
- 9) Worked with **Global Travels** from 2<sup>nd</sup> April 2015 till date 29 Aug 2015. (System worked Abacus, Amedus , Galileo basic )
- 10) Working in **Riya Tours & Travels** from 04Jan2016 till date as 08 September 2017.
- 11) Worked in **Writer Business Services Private Limited** as Sr Administration for Pan India Location from 13 September 2017 .to Dec 2019
- 12) Currently Working with **Ngenioussolutions Pvt Ltd** from 24<sup>th</sup> Feb 2019 till date as Sr Administration.

---

### EDUCATIONAL QUALIFICATION

Name of Exam	Class	University	Year of Passing
S.S.C.	Pass Class	Mumbai	Pass Class 2004
H.S.C.	III Class	Mumbai	II Class 2007
T.Y.B.Com.	II Class	Mumbai	II Class 2011

---

### PROFESSIONAL QUALIFICATION

- 1) IATA Diploma from IITC Institute with II Class – 2008.

- 2) Maharashtra State Certificate in Information Technology (MS-CIT) with 58% - July – 2005.
- 3) Tally 9

## **MY STRENGTH**

---

- An optimistic person with the ability to get along with everyone
- Self motivated, work with little or no supervision
- Ability to judge priority of the work and accordingly and to meet the deadlines
- Ready to learn new things & accept responsibilities and accountable for the same
- Ability to listen people grievances carefully and patiently & solve the problem accordingly , to its best possible way
- Good convincing power to make people understand about various subject

## **PERSONAL DETAILS**

---

<b>DATE OF BIRTH</b>	:	20 <sup>th</sup> August 1987.
<b>CASTE</b>	:	Hindu – Vaishnav.
<b>NATIONALITY</b>	:	Indian.
<b>MARITAL STATUS</b>	:	Married.
<b>LANGUAGES KNOWN</b>	:	English, Hindi, Marathi, Gujarati
<b>HOBBIES</b>	:	Acting, Reading Books, Dancing.

**PLACE: MUMBAI.**

**DATE:**

**Yours Faithfully,**

**(Kunjal G. Thakkar)**