


# Payal Patel


## • SUMMARY

Hardworking and passionate job seeker with strong organizational skills eager to secure an entry-level position. Dedicated B.Com graduate with customer service and communication skills.

## • CONTACT ME

 7970262901

 payalgodara03@gmail.com

 Harda, M.P 461331

## • STRENGTHS

### • FRESHER

- Customer Support
- Data Entry
- Calling and Communication Skills

## • EDUCATION

BARKATULLAH UNIVERSITY BHOPAL

- B.COM [CA]
- FIRST DIVISION
- 2021\_2024

MADHYA PRADESH BOARD BHOPAL

- HIGHER SECONDARY SCHOOL
- FIRST DIVISION
- 2020\_2021

## • SKILLS

- MS office
- Analytical problem-solving
- Computer Skills
- Time management
- Adaptability
- Decision-making
- Typing Skills

## • LANGUAGE

- English
- Hindi

## • HOBBIES

- Listening Music
- Learning New Skills
- Communication With People