

# KAPIL KUMUDCHANDRA GHIA

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## WORK EXPERIENCE

- **“Process Associate”**, **“Anurag Electronic Pvt Ltd”**, , India(Jul 2016 to Mar 2020)
- **Office Admin Incharge**, **“Sigma Courier”**, , India(Jan 2008 to Jun 2016)
- **“Process Associate”**, **“JJ Staffing”**, , India(Oct 2005 to Nov 2007)
- **“Chat Support Executive”**, **“Deep International”**, , India(Sep 2002 to Dec 2004)

## EDUCATIONAL BACKGROUND

- **Saurashtra University**, , **Bcom**, 2002,

## SKILLS

- **ms excel**
- **ms word**
- **windows operating system**

## PERSONAL BACKGROUND

- **Birthday:** - 1978-12-17