

CURRICULAM VITAE

PERSONAL DETAILS:

Name : **Kapil Kumudchandra Ghia**

Birth Date : **17-12-1978**

Sex : **Male**

Marital Status : **Married & blessed with one child**

Languages Known : **English, Hindi, Gujarati & Marathi**

Address : **S/O Kumudchandra B Ghia**
3rd Floor, Jeevandhara Apartment,
Opp. SBS Bank Lane, University Road,
Rajkot – 360 002, Gujarat

Contact Number : **7039113566 / 8104176568**

Email ID : **kapil1ghia@gmail.com**

EDUCATION DETAILS:

Qualification	Board / Institute	Year of Passing	Percentage
S.S.C. (English Med.)	Matru Mandir, GSEB	March – 1996	74.57 %
H.S.C. (English Med.)	Matru Mandir, GSEB	March – 1998	78 %
B. Com. (English Med.)	Saurashtra University	April – 2002	51 %

COMPUTER LITERACY:

Windows Operating System

MS – Office

MS – Excel

Good Typing Speed

WORK EXPERIENCE:

- 1) Worked with “Anurag Electronic Pvt Ltd” at Mumbai as “Process Associate” from July’ 2016 to March’ 2020.

I was doing payment posting in dollars on behalf of the patients from insurance companies to doctors for U.S.A. region.

- 2) Worked with “Sigma Courier” at Mumbai as “Office Admin Incharge” from January’ 2008 to June’ 2016.

Handled all administrative work in office area.

I was responsible to handle a team of 8 to 10 members and take care that office decorum should be maintained in proper manner.

- 3) Worked with “JJ Staffing” at Ahmedabad as “Process Associate” from October’ 2005 to November’ 2007.

I was working for U.S.A. recruitment campaign.

Responsible to schedule interviews and co-ordinate with candidates.

Maintain all the information of candidates’ profiles in Excel sheet i.e. Experience, Qualification, Salary details, Notice period etc.

- 4) Worked with “Deep International” at Rajkot as “Chat Support Executive” from September’ 2002 to December’ 2004.

I was providing support to clients with chat & mail communication regarding any query or concerns.

On daily basis, updating database for clients’ information & contact details.

Hereby, I declare that all the information furnished by me is true & correct as per my knowledge. Due to Covid – 19, the situation is out of control near to our residence area in Mumbai hence I need to come back to my home in Rajkot and have decided to settle down with family here only.

Yours Faithfully,

(Kapil K Ghia)