

CURRICULUM VITAE

PADMANY JETHANI

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Present Add:- Bur Dubai



Career Objective:

To be a part of an organization where get a chance to use my knowledge and skills to Contribute in the progress of the organization as well as myself.

Academic Qualification:

Qualification	College/Institution	Board/University
M.A	University of Rajasthan	University of Rajasthan
B.A	University of Rajasthan	University of Rajasthan
12 th	Shastri Sr. Sec. School	RBSE
10 th	Shastri Sr. Sec. School	RBSE

Area of Interest:

- Administration
- Recruiting
- Training and Development

Capabilities & Tendencies:

- Have an ability to work with team.
- Self- Motivated.
- A Keen & fast Learner.
- Knowledge of Basic Computer & Internet.

Professional Experience

COMPANY PROFILE

Friend's Tourism is a UAE Company which deals in the Visa & Ticket's

COMPANY PROFILE:

JIO LIFE GLOBAL is a Jaipur Based Company which deals in the Marketing of Cosmetics and OTC and Medicine Products.

JOB PROFILE:

- Recruitment (PAN India).
- Training & Development.
- Attendance of Employees.
- Leave Record of the Employees.
- Payroll.
- Bonus.
- Joining & Exit Formalities.

Present Experience:

One Month In Friend's & Tourism in UAE

Past Experience:

- 4 year in JIO LIFE GLOBLE LLP Rajasthan in vidhyadhar nagar as a sales coordinator.
- 1.5 years in **Sarv Kalyan Seva Sansthan-** Rajasthan in vidhydhar nagar As a officemanger
- Four year in **Idol Biotec Pvt. Ltd. In** vidhydhar nagar As a receptionist and & Sales Coordinator
- One year in **Kotak Mahindra Finance** in vaishali nagar As a Sales Coordinator

JOB PROFILE:

- Attendance of Employees.

- Leave Record of the Employees.
- Payroll.]
- Bonus.
- ESI & PF payment.
- Joining & Exit Formalities.
- Recruitment.
- Training & Development.

Hobbies:

- Singing & Listening Music

Personal Criteria:

Husband name : Mr. Ravi jethani
Date of Birth : 16th July 1993
Nationality : Indian
Gender :
 Femal
 e
Language Known :
 Hindi, English
Marital Status :
 Marrie
 d
Permanent Address : Krishnapuri madanganj kishangarh, Ajmer.
Present Address : Bur Dubai

I hereby declare that all the information provided by me in this application is factual and correct to the best of my Knowledge.

Visa Type : Resident Visa (Husband Spouse)

Place:

Date:

PADMANY JETHANI