Ritik jethva

\* Personal information

**Address: 37 – Sitaram Singh Chawl, near ambawadi, Dahisar east mumbai - 400068**

**Contact No: 84240741450**

**E-mail I’d :ritik09jethva@gmail.com**

**Gender: Male**

**Maritual Status: Unmarried**

**Nationality: Indian**

**Language Known: Hindi, English and Marathi**

# Objective

To utilize my education, knowledge in the overall success of organization and work towards a successful career and professional growth based on performance. An honest and sincere approach towards my responsibilities, ability to work hard maintain calm and composed attitude under pressure and handling difficult situation with integrity.

# Experience

* **Assistant Travel Coach (Gebi Tourist Services) from April 2018 – March 2020**

1. Suggesting the clients different places to travel and give proper guidelines for tourist attraction places.
2. Help the clients to make visa and passport
3. To manage Cash/Payment received from client’s
4. Organize the whole tour

* **Admin Executive (ELTEC Engineers PVT LTD) from October 2020 – February 2021**

1. Manage office supplies stock and place order
2. Update office policies as required
3. Maintain and update company database

# Education

* Bachelor of Management Studies (Passing year 2021)
* H.S.C (Passing year 2018)
* S.S.C (Passing year 2016)

# Interests & Skills

* MS Office
* Communication Skills
* Team building
* Customer Service
* Admin operations

I Hereby Declare that all the information given Above is Correct to the best of my knowledge

And Belief.

**Ritik Jethva**