



MAYA DODIYA

Office Assistant

+971
543631208

Contact Me

+91 7435858038
maya.vandra123@gmail.com
Zadeshwar, Bharuch Gujarat, India

Birth Date

02/May/1993

Other Info

Skills

Creative

Languages

Gujarati, Hindi, English

Interest

Music, Travelling



linkedin.com/in/maya-
rathod-963214101



maau30400596

Summary

- Good presentation and communication skills.
- Ability to work Flexible as team member
- Dedication work
- Very Responsible person im

Education

Maharashtra University

2012 - 2015

B.Com

Experience

Many Manager (Investment Manager)

1 year -

Customer Service Representative (CSR)

Job Responsibilities:

- To provide proper guidance to the customer.
- Selling insurance policy on Call

Tele Access E Services Pvt Ltd

4years - 3month

Team Leader

Job Responsibilities

- Handling telecallers of 15-17 people
- Solve Customer quarries
- Mailing and Co-ordinate with all clients and senior's
- Data maintenance
- Market Research

Krasa Diamonds

2years - 3month

Sales Representative

Job Responsibilities

- Selling Diamonds (national & international)
- Operate office system
- patty cash Account
- Cording and solve technical issues

The Liquid Wisdom Pvt Ltd

11 month -

Office Assistant

Job Responsibilities

- Patty cash account
- Cording and solve technical issues
- Google search
- Data entry
- Arrange meeting and motivat all staff

SSK Fitness Hub

27th June 2021 - Running

Office Assistant & Receptionist

Job Responsibilities

- Patty cash
- Software data management
- Data entry
- Staff motivation

Projects

YouTube Channel

Running -

MayArts

- Making Handmade gifts
- Creative wrapping Gift items