

Komal Laxmandas Lakhwani

To,

Respected Sir/ Madam,

I am applying for appropriate position with your Organization with keen interest.

Please find enclosed herewith my detailed RESUME for your kind consideration & perusal.

I present myself as a hardworking, dedicated and a good team player. I work to learn and to implement my learning in my work to reduce errors and improve quality.

Sincere regards,

Komal Laxmandas Lakhwani

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365, Gangotri Apartment, Sector 12, Pocket-1,

New-Delhi, 110075

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Career Objective

To learn the work as quickly as possible and to maintain quality and schedule. To work upto the needs of customer in order to make better relation and future Job Aspects.

Career Highlights

PARTH TRAVELS PVT LTD:

Duration: 2 Years (10th February 2016 to 15 January 2018)

Role: Booking and Admin Official

Nature Of Job: Being a Tour and Travel Company. The Job is dealing with different types of Client for travel needs and provide suitable options to them and also making a considerable profit margin.

Task Allotted and Performed:

- Attending Clients on Telephone and in Person.
- Making the Booking and communicate the same to the allotted Driver and at the same time making it sure that the Booking was executed up to the expectation.
- Preparing salary register and Salary Slips.
- Preparing day to day Business Transaction Summary.

Educational Background

Graduation: *B.Com (May -2010)*

Faculty of Commerce, M.S. University, Vadodara

Computer Proficiency: *MS office (Word, Excel, PowerPoint)*

Accounting Software: *Tally*

Personal Details

Birth Date : *29th April, 1990*

Gender : *Female*

Nationality : *Indian*

Language Known : *English, Hindi and Gujarati*

Marital status : *Married*

I declare that all the above details are true and correct.

Komal LaxmanDas Lakhwani