

PAYAL JAIN

Email : payalp Jain25@gmail.com

Ph.No : +91 9998584866

Address : 202 Umang Apartment, 79 Sampatrao Colony,
Alkapuri, Vadodara.

Job Experience

Company : Virtual Assistance International Company
Designation : Executive Assistant and Incharge
Experience : March 2015 – November 2015

Academic Vignette

- **Fashion Designer** from Maharaja Sayajirao University, Vadodara in 2013
- **Bachelors of Commerce** from Maharaja Sayajirao University, Vadodara in 2012

Skills and Abilities

- Strong Communication Skills
- Excellent Interpersonal and Presentation Skills
- Good Team Player and Optimist
- Analytical Skills and Excellent command over English Language

Technical Skills

- MS Office, Adobe Photoshop and Internet.
- Content Writing
- E-book Writing
- Proof Reading
- Market Research
- Advance Internet Research
- Article Writing and submission
- Social Media Marketing
- Email Writing and handling
- Data Entry

Personal Details

Father's Name	Mr. Pawan Jain
Date of Birth	25.07.1991
Gender	Female
Linguistic Proficiency	English, Hindi and Gujarati
Nationality	Indian
Valid Passport	Can be produced on request
Reference	On request

I hereby declare that the information furnished above is true to the best of my knowledge.

Date: 22/0602021

Payal Jain