

KAVITA BHUVA



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RAJKOT, GUJARAT INDIA



kavitabhuvab896@gmail.com

ABOUT ME

To obtain a responsible position in an organization where I can utilize my communication and management skills and contribute my abilities to the organization for a long period of time.

PERSONAL INFORMATION

DOB - 04-June 2005
MARITAL STATUS - Unmarried
GENDER - Female
NATIONALITY - Indian
LANGUAGES - Gujarati, Hindi, Basic English

EDUCATION

2019 - 2020 (10th) SMT. NB Kambaliya Kanya Vidhyalay
2022- 2023 (12th) Model School Talgajarda
2023 -2026 DR. Baba Saheb Ambedkar Open University
T.Y. B.A. (FINAL YEAR)

EXPERIENCE

12 JUN 2023 - 10 DEC 2024 (MEDIA & COMMUNICATION) JUNIOR OFFICER

GOPAL SNACKS LIMITED

- POS (POINT OF SALES) Material Management And Dispatch process for all company dealers
- E-commerce order manage and dispatch process Currier Process
- Provided company uniforms and kits to SO, SR, ASM, and RSM staff

10 OCTOBER 2025..

(GUJARAT PACKAGING INDUSTRIES)

SALES EXECUTIVE

- Client Meeting Management
- Order Timeline Management
- Product Selling
- Customer Problem Solving

SKILLS

- Excel
- Teamwork
- Customer Problem Solving
- Good Management
- MS Word
- Power Point
- Good Communication
- Time Managment

HOBBIES

- I really like learning new things and being creative
- I like to Management work