



Purvi Gandhi

Preferred country or city: **Czechia**
Salary: **From 500 EUR**
Employment Type: **Full time**
Ready to relocate: **Yes**

CV content description

I have good communication skill in English language in both oral and written . It gained through my work experience in Australia and also from my study in Australia .As i am quick learner so leaning language would be easy for me . Organisational / managerial skills Able to relate well to the public, in person and on the telephone. Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional. Strong ability to work effectively with multiple supervisors balance and prioritize multiple requests. Capable and practiced in handling complex and/or multi-faceted tasks. Extremely knowledgeable in office (clerical / secretarial) and time management. Good organizational skills. Job-related skills • Pre-planned and disciplined approach of working. • Ability to work seamlessly in a Team. • Ability to take on challenges and work efficiently under stress. • Easy mingling with people due to good communication skills.