Kavya Joshi

Entry Level Candidate

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OBJECTIVE

Recent graduate with no full-time work experience but strong communication, computer skills and a record of reliability from volunteering, college events and tuition teaching. Taught 12 school students for 18 months and organised a college fest registration desk for 600 guests. Looking for a first job as an office or customer support executive where I can learn fast and be dependable.

EDUCATION

B.A. English, Gujarat University — 2022 – 2025
Ahmedabad, India | 72%

Class XII, Arts (GSEB), Sheth C.N. Vidyalaya — 2020 – 2022
Ahmedabad, India | 84%

VOLUNTEERING AND ACTIVITIES

Registration Desk Lead, Gujarat University Annual Fest — Jan 2024 – Feb 2024
Ahmedabad, India

- Led a team of 8 volunteers and registered 600 guests in two days with short queues.
- Handled queries, prepared name badges and tracked entries in a shared spreadsheet.
- Designed 15 posters in Canva that were shared on the department social media page.

Volunteer Teacher, Seva Learning Centre — Jun 2023 – Nov 2024
Ahmedabad, India

- Taught English and basic computers to 12 school students every weekend.
- Prepared simple worksheets and noted progress for each student, with 9 students improving by one grade.
- Arrived on time for every shift and was asked to lead the next event.

PART-TIME WORK

Home Tutor, Self-employed — Jan 2023 – Dec 2024
Ahmedabad, India

- Tutored 5 students in English and Social Science and kept parents updated every month.
- Earned good feedback and got 3 new students through referrals.
- Kept a simple register of lessons, fees and homework for each student.

SKILLS

MS Word | MS Excel basics | Email writing | Typing 40 wpm | Data entry | Spoken English | Customer handling | Google Workspace | Time management

COURSES

Computer Basics and MS Office, Gujarat Knowledge Society — Apr 2023

Business Communication Skills, Coursera — Jun 2024

LANGUAGES

Gujarati	Native
Hindi	Fluent
English	Fluent