**Curriculum Vitae**

**Name :** Aarti Kamlesh Shukla

**Address :** Flat no 201 Chaurang Aastha Building, MD Keni Marg,

 Opp. Mahavir Gaurav building, Nahur-east, pin code -400042

**Mobile No. :** 9920557649

**Email-id :** aarti15shukla@gmail.com

**Objective :** To serve in a responsible position at a well -structure Organisation

Where I can get the opportunity to prove myself successfully and

 enhance organisations efficiency

**Professional :** Passed Company Secretary Foundation course of ICSI

**Certificate :** Passed Company Secretary Executive course of ICSI

 Passed Company Secretary Final course of ICSI

 Pursuing LLB course from Mumbai University

**Academic Qualifications :**

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| --- | --- | --- | --- | --- |
| **COURSE** | **BOARD/UNIVERSITY** | **SCHOOL /COLLEGE** | **YEAR** | **CLASS** |
| SSC | Maharashtra Board | H.H.S., Ghatkopar | 2006 | Second class |
| HSC | Maharashtra Board | RJ College Ghatkopar | 2008 | First class |
| BCOM | Mumbai University | RJ College Ghatkopar | 2011 | Second class |
| MBA  |  Welingkar Institute(WE-SCHOOL) PGDM | Welingkar college, Matunga | 2018 | First class |

**Work Experienced :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** | **Place** | **Nature of Job** | **Duration** |
| Hindustan Times Media Ltd | New Delhi | Management Trainee  | 3 Months |
| ICICI Prudential Life Insurance Co.Ltd | Dadar -West | Management Trainee  | 12Months |

Computer skills : Microsoft Office: – Word, Excel, Power Point and also familiar

 with MCA Form filings and stock exchange filings.

 Passed NIIT EXAMS OF ICSI

**Personal Details:**

**Date of Birth :** 15/07/1990

**Gender :**  Female

**Marital Status :** Married

**Languages Known :**  English, Hindi and Marathi

**Professional Training :** Completed Executive Development Programme (EDP),

Professional Development Programme (PDP),

 Management Skill Orientation Programme (MSOP), and

 15days Specialised training from PCS Firm.

**Place :** Mumbai

I hereby declare that all the above information given in my CV is 100% true to the best of my knowledge.

Aarti Shukla

Date :