

SHRUTI B. JADEJA

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102 Krishna Leela, Hingwala Lane, Opp Adani Electricity, Ghatkopar (E) Mumbai- 400077

OBJECTIVE

To build up my career in the field of Secretarial work, Accounts & Finance field in corporate sector which will provide me base for various opportunities which I hope I will achieve with a view to gain valued experience under the supervision and guidance of my superiors of esteemed organization where my aim will be to be sincere and hardworking with enthusiasm which will be only for the benefit of organization and not for myself.

PERSONAL DETAILS

Name : Shruti Jadeja
Father name : Bhagirath Jadeja
Place of birth : Gujarat
Date of birth : 08/07/1993
Gender : Female
Marital status : Single
Nationality : Indian
Languages known : English, Hindi & Gujarati

EDUCATIONAL QUALIFICATION

| Course | University/ Board | Month/ Year | Percentage |
|-------------|-------------------|-------------|------------|
| T. Y. B Com | Mumbai University | March 2014 | 77.14% |
| H.S.C | Maharashtra Board | March 2011 | 78.00% |
| S.S.C | Maharashtra Board | March 2009 | 69.38% |

PROFESSIONAL QUALIFICATION:

| Course | Institute | Remark | Month/ Year |
|---------------------------|-----------|---------|---------------|
| CS-Professional Group II | ICSI | Cleared | June 2019 |
| CS-Professional Group III | ICSI | Cleared | December 2016 |
| CS-Professional Group I | ICSI | Cleared | June 2016 |
| CS-Executive Group II | ICSI | Cleared | June 2014 |
| CS-Executive Group I | ICSI | Cleared | June 2013 |
| CS-Foundation | ICSI | Cleared | June 2012 |

WORK EXPERIENCE

- Completed articleship with Geeta Canabar & Associates (Compulsory Tenure of 15 months in April, 2017)

Work done

- Annual filing of companies and LLP
- Research related work
- Incorporation of company and LLP
- Preparation of minutes and statutory registers
- Other form filing with ROC
- Drafting of resolutions, agenda, notice & other documents
- LLP agreement
- Generation of DSC

OTHER PROFICIENCY

- Completed PDP (Professional Development programme)- 24 hours
- Completed 7 days Compulsory SIP (Student Induction Programme) Training Organized by ICSI
- Completed 15 days MSOP (Management Skills Orientation Programme) training organized by ICSI

DECLARATION:-

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

Place : Mumbai

Date : 12th December, 2019