

# SHWETA B. JADEJA

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## 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 : Shweta 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	78.35%
H.S.C	Maharashtra Board	March 2011	80.83%
S.S.C	Maharashtra Board	March 2009	80.61%

## PROFESSIONAL QUALIFICATION:

Course	Institute	Remark	Month/ Year
CS-Professional Group II	ICSI	Cleared	June 2019
CS-Professional Group I	ICSI	Cleared	December 2016
CS-Professional Group III	ICSI	Cleared	December 2015
CS-Executive Group II	ICSI	Cleared	December 2013
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 July, 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
- XBRL filing

## **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 :** 12<sup>th</sup> December, 2019