**NAME: Aparna J Vala.**

Address: 4368 Parth Society Ghogha Jakatnaka Bhavnagar 364001

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| **SUMMARY:** |

A suitable & challenging position in an organization that draws upon my strength & allows me to rise above the routine. To learn & grow at every given opportunity & thereby prove to be an asset to which ever organization I am associated with and enhance my legal, secretarial skills and career development.

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| **qualification** |

* **Academic Qualification:**

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| **YEAR** | **COURSE** | **INSTITUTION** | **PERCENTAGE** |
| 2018 | LLB | Sheth H.J. Law college  Bhavnagar university | 53% |
| 2014 | B.COM | (St.rocks College)  Mumbai University | 68 % |
| 2011 | H.S.C | Gujarat Board | 54.00% |
| 2009 | S.S.C | Gujarat Board | 53.00% |

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| **PERSONALITY TRAITS** |

* Enthusiastic
* Proficiency in handling multiple tasks;
* Ambitious and willing to learn and explore new skills and opportunities;
* Adaptability to changing environment;
* Deadline/target oriented;

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| **TECHNICAL SKILLS** |

* Well versed with MS- Word, Excel, Power point,Operating System.
* English Typing with 30 wpm speed

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| **oTHER iNFORMATION** |

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| Date of birth: | 30th January,1993 |
| Marital status: | Married |
| Gender: | Female |
| Languages Proficiency: | English, Hindi, Gujarati,Spanish |

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| **Declaration** |

I hereby confirm that the information furnished above is true to the best of my knowledge & belief.

Date:

Place: Bhavnagar