

**CHARMEE SHAH**  
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## **CAREER OBJECTIVE**

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To look for new frontier that challenges my professional and intellectual ability and to excel and secure a challenging position , where I can effectively contribute my skills and knowledge to achieve personal as well as organisational goals.

## **WORK EXPERIENCE**

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### **Nutan Nagrik Sahakari Bank Ltd.**

**Executive Accountant/ Operation Representative**

**June 2013 - August 2016**

- Have worked on Fund Transfers through RTGS and NEFT payments, Clearing Department, Cash and payments , E payments , Vat , Cst
- Also Handled Inward / Outward Bills along with fixed deposits and Worked on Board meeting reports.
- Providing Solutions to Customer's problems.
- Providing Banking Solutions to the rising needs of the customers.

### **Anantaa Wealthitect Pvt Ltd.**

**Stock Dealer**

**October 2012 – Jan 2013**

- Dealing in Equity and F&O Segments.
- Also dealt in DEMAT Account opening formalities

### **Shalibhadra Master Investment Broker Pvt Ltd.**

**Trainee for Financial Advisor**

**February 2012 – April 2012**

- Played a Role of Investment Advising to different clients.
- Preparing and uploading reports on Investment Topics.
- Arranging Meetings and Handling overall administrative

## **PROFESSIONAL QUALIFICATIONS**

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COURSE	YEAR	SCORES
<b>CS - INTER</b>	2013	DEC –Cleared Module 1
	2014	JUNE- Cleared Module 2
<b>Diploma In Financial and Wealth Management (DFPWM)</b>	2011	Grade – B+

## **ACADEMIC QUALIFICATIONS**

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DEGREE/ EXAM	UNIVERSITY/ BOARD	COLLEGE/ SCHOOL	YEAR	SCORE
<b>B.COM</b>	GUJARAT UNIVERSITY	S.M.P.I.C	2011	1st class
<b>HSC</b>	GSHEB	M.K	2008	78%
<b>SSC</b>	GSHEB	LITTLE FLOWER	2006	86%

## **IT FORTE**

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- Knowledge of basic Information Technology ( MS Office , Internet )
- Acquaintance with computer programs like Tally.
- Worked in ERP Accounting Packages like Omni.

## **PROFESSIONAL STRENGTHS**

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- Having effective communication skills
- Ability to take responsibility.
- Zeal to learn and contribute to the best of my ability
- Positive thinking and self confidence.

## **PERSONAL DETAILS**

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Date of birth : 15/07/1990

Languages known : English, Hindi, Gujarati.

Marital Status : Single.

Hobbies : Exploring new places, Dancing.

## **ACHIEVEMENTS**

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- Achieved certificates for elementary and intermediary drawing exams.
- Got a certificate by ISRO for making project on space shuttle and won first runner up prize.
- Got selected to perform skating at state level.
- Selected for Miss Ahmedabad pageant and went till grand finale.
- Was a Representative at an Investment Fair .
- Performed at one of the biggest Dance Mob of Town in 2015.
- Awarded Certificate of Achievement from Centre For Banking Research Development And Excellence. (CBRDE) In September 2015.

## **OTHER SKILLS**

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- Have completed the Programme of Bakery and Pastry Chef Professional offered by Ahmedabad Managamenet Association.
- Having interpersonal skills through SIP Training conducted by Institute of Company Secretaries Of India.