

# **RESUME**

**DISHA VIPULBHAI DANI**

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## **Career Objective:**

To work for a professionally managed company with a good organizational objective & friendly environment, in a capacity that offers responsibility, challenge, job satisfaction and scope for organizational and personal, development and growth.

## **Education Qualification:**

- Graduation in Bachelor of Commerce with 68% under Gujarat University from H L College of Commerce in 2013.
- Intermediate in Company Secretary Course from Institute of Company Secretary of India.
- Pursuing LLB (sem-6) under Gujarat University from D. T. Law College.
- HSC with 84% from G & D Parikh Higher secondary school, Gujarat Education Board in year 2010.

## **Computer skills:**

- Microsoft Word 2007
- Microsoft Excel 2007
- Microsoft Access 2007
- Microsoft PPT 2007
- Internet Savvy

**Work Profile:**

- A 15 months article ship which is a mandatory as per rules of Institute of Company Secretary of India.

**Stengths:**

- Good written and communication skills
- Willingness to learn and a Quick learner
- Initiative for taking new responsibilities and high Interpersonal skills
- Ability to deal with people diplomatically

**Personal Profile:**

Name:	Disha Vipulbhai Dani
Date of Birth:	31st December 1992
Gender:	Female
Address:	Chapaneri soc., Usmanpura cross roads, A'bad-380013.
Father's Name:	Vipulbhai Dalsukhlal Dani
Mother's Name:	Ketki Vipulbhai Dani
Languages Known:	English, Hindi,Gujarati

**Declaration:**

I hereby do solemnly affirm that the details furnished above are true to the best of my knowledge.