

Vickey K Patel

Company Secretary

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OBJECTIVE:

A suitable and challenging position in an organization that draws upon my strengths and allows me to rise above the routine. To learn and grow at every given opportunity and thereby prove to be an asset to whichever organization I am associated with Further enhance my legal and secretarial skills.

PROFESSIONAL QUALIFICATION:

Sr.No	Particulars	University/Institute	Year
1	CS Executive	ICSI	June, 2013
2	CS Professional	ICSI	Dec, 2015

QUALIFICATION:

Sr.No	Particular	College/School	University	Year of passing	Result
1	LLB	I M Nanavati Law college	Gujarat University	2015	58%
2	Bachelor of commerce	C.U.Shah Commerce College	Gujarat University	2012	61%
3	Higher secondary	St. Xaviers Mirzapur Ahedabad	Gujarat Board	2009	66%

CS INTERNSHIP:

Completed 15 months Internship in BSE listed Company Santaram Spinners Limited.

ASSIGNMENTS HANDELED IN INTERNSHIP:

- Formation of Agenda and Notice of Board Meeting.
- Assisted in drafting of Minutes of General Meeting, Board Meeting and Committee Meetings.
- Outlined General and Board Meeting Resolutions.
- Assisted in complying Quarterly, Half yearly and Yearly Compliance with Stock exchange.
- Communicating with Company's RTA for enquiring information needed and Advertisement agency .
- Assisting in preparation of distinct documents pertaining to Filling of Annual Return.

COMPUTER PROFICIENCY:

- Proficiency in using Ms office (Word, Excel, Powerpoint),2007,2010.
- Related software associated and needful in filling forms and preparing documents.

SOFT SKILLS:

- Exemplary communication skills
- Distinct Professional behaviour
- Learning attitude
- Adaptable to changing environment

ACHIEVEMENTS:

- Appeared at State Level for National Science Olympiad Exam; clearing school and district level.
- Best prize for Anchoring Cultural Festival UDDAN
- 1st prize for Extempore speaking at MSOP training
- 1st prize for Power point Presentation preparation at MSOP Training

HOBBIES/PERSONAL INTEREST:

- Canvas painting
- Watching movies and hearing background scores.
- Meditation
- Social work at NGO Sukrut Parivaar

PERSONAL DETAILS:

- Present Address : 2/Vaibhav Flat, Opp Balolnagar Society, Ranip, Ahmedabad 382480
- Date of Birth : 2nd October 1991
- Languages Known: Fluent in English, Hindi, Gujarati.
- Marital Status : Unmarried

DECLARATION:

I hereby declare that the above information is true to best of my knowledge