

Dear Sir/Madam,

I am young, energetic and result oriented person, looking for a middle level- position in a your company that provides an innovative and stimulating environment that would facilitate the maximum utilization and application of my broad skills in making a positive difference to the organization.

Persuasive communicator with unsurpassed interpersonal skills; Focusing on business imperatives is a core value of mine; I believe the background and attitude that I hold can be an asset to your organization.

My hands -on experience and practical knowledge in the field of Legal advisory id well suited to the goals of your organization. My comprehensive knowledge, combined with my dedication and enthusiasm, will enable me to make an immediate and valuable impact on your organization.

If your firm currently has a need for a thorough and insightful employee with a solid performance task, I would be interested in speaking with you to discuss the value that my strengths and experience can bring to your search.

The accompanying resume should serve to give you an idea of my potential for making a significant contribution to your company.

I will be available for interview through Skype at any given & appropriate time by the Management.

Thank you for your time and consideration.

Yours Sincerely,  
(Dhruti Thakkar)

A handwritten signature in black ink, reading 'Dhruti' in a cursive script, with a horizontal line underneath the name.

# CURRICULUM VITAE

## Dhruti Thakkar

Mobile No.: +91-9825113533

E-Mail: [dhrutiangel310@gmail.com](mailto:dhrutiangel310@gmail.com)



### CAREER GOAL:

Seeking a middle-level position to work for an organization that provides an innovative and stimulating environment that would facilitate the maximum utilization and application of my broad skills in making a positive difference to the organization.

### ACADEMIC QUALIFICATIONS:

Sr. No.	Name of Degree / Course	University/Board	Year of passing	Grades
1.	Pursuing Legum Baccalaureus (L.L.B)	Gujarat University	Pursuing	N/A
2.	Graduate in commerce	Gujarat University	2015	Second class
3.	Post Graduate Diploma in Business & Corporate Law	Symbiosis	2017	First Class
4.	Inter – CS (Cleared foundation)	ICSI	2016	N/A
5.	H.S.C.	Gujarat Secondary and Higher Secondary Board	2012	First class
6.	S.S.C.	Gujarat Secondary and Higher Secondary Board	2010	First class

## ACHIEVEMENTS

- Achievement Target Award in March 2015.
- Star of the Day Award in May 2015.

## WORK EXPERIENCE:

- **COMPANY: Opulentus Overseas Careers (December 2014 to February 2016)**

### Immigration Consultant

Client Servicing & Acquisition

- **COMPANY: NR Doshi & Partners (February 2016 till date)**

### Corporate Service Consultant & Compliance

Client Servicing & Dealing with Correspondence.

## **Roles & responsibilities:**

- Acquisition of new client & follow up with the existing ones
- Handling entire sales development cycle.
- Develop and maintain relationship with potential clients.
- Responsible for client relationship and meeting client expectations.
- Effectively representation the company at various professional forums.
- To incorporate Offshore companies.
- To deal with the correspondence with the client for Freezone company formation.
- To prepare the proposal/ Comparatives for the new Free zone company formation client.
- To advise on the due- diligence (Documents requirement).
- To liaise with the governing-authority to incorporate the company.
- To help client with employments post hiring process including immigration procedure.
- To provide client services for Notrisation, legalization and apostille.
- To write articles on Corporate services, compliance, UAE regulation updates and others.
- To get the incorporation clients to get our other services like Accounting, Audit, Payroll or any other Compliance related services.

- To work on the offshore incorporated company compliance.
- To prepare & present full encyclopaedia for all Freezone.
- To provide client Health Insurance services.
- To assist client in selecting the Bank & Financial Services in UAE and schedule the meeting with the representative.

## COMPETENCIES:

- Well Conversant in Communication, Coordination with Analytical & Interpersonal Skills.
- Possess excellent research and networking skills.
- Engaging in various promotional activities organized by the management.
- Excellent technical knowledge of Indian Companies Acts and UAE commercial laws
- Organizing & preparing agendas
- Ability to maintain statutory books, including registers of members etc.
- Experience of liaising with regulators, lawyers and auditors.
- Updates in share issues, mergers and takeovers.
- Able to be discreet when handling confidential information .
- Knowledge of managing the work of the company's registered office.
- Ensuring the effective and efficient administration of the organization.
- Circulating agendas and supporting papers in good time.
- Knowledge or experience of business and committee procedures.
- Basic knowledge of MS Office.
- Efficient Use of Internet. (Emailing, Browsing & Searching).

## PERSONAL INFORMATION:

Date of Birth:	October 03, 1992
Address:	6-B, Navrang Society , Bhairanath Road , Maninagar, Ahmedabad , Gujarat
Languages Known:	English, Hindi & Gujarati
Nationality:	Indian
Marital Status:	Single
Skype ID :	Druti9833

## REFERENCE:

Excellent references will be provided if and when required.

