**RESUME**

**Gaurav Dixit**

1434-36, Krishna Chawl

Vijay mill,

Naroda road,

Ahmedabad

                                 Mobile: - +91-9979155302

                                 E-mail:- dixitgaurav267@gmail.com

***EDUCATIONAL QUALIFICATION:***

|  |  |  |  |
| --- | --- | --- | --- |
| ***YEAR*** | ***EXAMINATION*** | ***INSTITUTION*** | ***PERCENTAGE*** |
| ***2015*** | ***T.Y. LLB*** | ***GUJ. UNI.*** | ***55%*** |
| ***2014*** | ***S.Y. LLB*** | ***GUJ. UNI.*** | ***53%*** |
| ***2013*** | ***F.Y. LLB*** | ***GUJ. UNI.*** | ***54%*** |
| ***2012*** | ***T.Y. B.COM*** | ***GUJ. UNI.*** | ***55%*** |
| ***2011*** | ***S.Y. B.COM*** | ***GUJ. UNI.*** | ***58%*** |
| ***2010*** | ***F.Y.B.COM*** | ***GUJ. UNI.*** | ***50%*** |
| ***2009*** | ***12 (H.S.C)*** | ***GUJ. UNI.*** | ***50%*** |
| ***2006*** | ***10 (H.S.C)*** | ***GUJ. UNI.*** | ***53%*** |

**PROFFESIONAL QUALIFICATION**

* I have cleared my Company secretary course in 2017 from ICSI New Delhi.

***STRENGTHS:***

* Enthusiastic
* Professionalism & Work Ethics
* Reliable & Responsive
* Ability to make quick decision.

**HOBBIES:**

* Playing Cricket.
* Listening poem.

***PERSONAL DOSSIER:***

**Name                    :** Gaurav Dixit

**Father Name        :**  Jagmohan Dixit

**Date of Birth         :** 28th june 1991

**Gender                  :** Male

**Marital Status       :**  Single

**Languages**

**Known                   :**  Gujarati, English,Hindi

**Soft Skills             :**   Ms office,

**Current Salary**     **:**  NIL

**Experience :** As a CS Trainee

1) 9 Month at Ahmedabad Stock Exchange Limited.

2) 6 Month at Safal Realty Private Limited.

**Experience Work:**

* **Annual Filling of Company including XBRL Filling.**
* **Assist in Preparing Agenda and Minuts of Board and General meeting.**
* **Assist in Preparation OF Director Report.**
* **Assist in Process of Appointment and Resignation of Auditor.**
* **Assist in Preparation and maintenance of various statutory registers and record under the Company Act.**
* **Assist in change in object clause of Company.**
* **Assist in Change of Name of LLP.**
* **Assist in Appointment And Resignation of Partner.**
* **Assist in Filling of Resolution Under MGT-14.**
* **Assist In preparing MBP-3 Register of Investment not held in its own name by company.**
* **Assist in maintaining Index of Member.**
* **Assist In Preparing MBP-1 Notice of interest By Director.**
* **Assist in maintaining Register of Renewed and duplicate share Certificate.**

I hope you will consider my CV and give me chance to serve in your respectable company.

Yours faithfully,

Gaurav Dixit