Curriculum vitae

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| **Career objective** |
| Looking for a challenging role in a reputable organization, where I can utilize my skills  and business studies background to the maximum for the growth of the organization and gain experience. |

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| **Skills** |
| Basic computer skill, observation skill, leadership skill. |

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| **Work Experience** |
| * Working in Nextgen clearing Pvt. Ltd. From May 2021 (present).   Responsibilities/ Work: - Emails, data loading, allocation, Client handling, data formatting, responsible for Receivables, OTRS work, UK accounting. |

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| **Education Qualification** | | | | |
| **Qualification** | **Institute/School** | **University/board** | **year of**  **passing** | **Percentage** |
| MBA | Sal institute of management | Gujarat technological university | 2019-21 | 9.26 CPI |
| BBA | Somlalit Institute of  Business Administration | Gujarat university | 2016-19 | 67.4% |
| HSC | Navrang School | Gujarat Board | 2016 | 80.66% |
| SSC | Mirambika school | Gujarat board | 2014 | 81.83% |

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| **Achievements** |
| * Secured distinction in **English efficiency examination** held by ShreeSadashiv Foundation. * Got certificate from Lions Quest for successfully completed **“skills for adolescence programme.”** * Participation certificate for participating in **Gujarat quiz** held for introducing youth to the heritage and vibrant colours of the Gujarat. * Got participation and improvement in communication certificate in **“persona- 2020”**. * Got Participation certificate in attending **“I am Sherlock”** treasure hunt held at   B.K. School of professional and management studies.   * Participation certificate by **SBI** for participating in **“numero yono quiz”** held at senate hall Gujarat University. * Appreciation certificate from palanisamy college of arts for attending the quiz on   **“Marketing management”**   * Participation certification for attending the quiz of **“COVID-19 awareness quiz”** from Vyasa Arts & Science Women’s College * Record of Achievement certificate from world health organization for Standard precautions   :- Hand hygiene course   * Participation certificate achieved from WHO for **“Infection prevention and control”** for Novel Coronavirus * Got participation from Manner Thrumalal Naicker College for attending the Quiz **“National level E-Quiz 2020 on Management” and “National level E-Quiz on Retail Management”** |

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| **Other Courses** |
| * Reading financial statements offered by Corporate Finance Institutions * Accounting Fundamentals * Excel crash course |

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| **Industrial visit** |
| * Havmor Ice Cream Private Limited at Naroda * Gujarat Tea Processors & packers Ltd. at Dholka. |

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| **Project Report** |
| * A study report on Havmor ice cream private limited. * A study report on Gujarat processors & packers ltd. * A study of pros and cons of women entrepreneurship via interviewing 13 women entrepreneurs in Ahmedabad city. * A study of comparative analysis of **“Zydus Cadila healthcare ltd. And Lincoln pharmaceutical ltd.”** * SIP project report on **“Effectiveness of online classes/session to PG courses student with respect to COVID-19 pandemic"** * MAP project report on **“To study the major challenges faced by the Neptune industries after covid-19 pandemic.”** |

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| **Personal details** |
| Name: Shah Maitri Shaileshbhai  DOB: 15th July,1999  Nationality: Indian  Gender: Female  Marital status: Single  Language known: English, Hindi, Guajarati Hobbies: dancing, reading, singing  Address: 115/996, Nirmal apartment, near jay mangle BRTS bus stand, Naranpura, Ahmedabad:  - 380013 |