

***Resume***

***Shivani Pandya***

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* **OBJECTIVE**
* To apply for the position that would best qualify me based on my knowledge and Carrier start up.
* To work efficiently and effectively as well as grow with an organization and constantly improve my technical skills through continuous learning.
* I am a self starter with strong inter personal skill.
* Work efficiently both as individual contributor as well as along with a team.
* Quick learner and believe in learning from my mistakes for strongly feel that this virtue will take me ahead in life and career.

* **Education qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **University** | **Institute** | **Percentage/class** | **Year of passing** |
| B.Sc. | Gujarat university | President Sci. Clg. | Pursing | 2019 |
| H.S.C. | Gujarat board | Abhijat Shishuvihar | 55% | 2016 |
| S.S.C | Gujarat board | Vishwabharti | 75% | 2014 |

* **Working Experience**

1. H.V. Immigration.
   * Worked as Counselor.
   * June 2019 to December 2019 (6 Months)
   * Provide individuals with the resources they need to reach personal goals.
   * Monitor client process and modify the plans as needed.
   * Co-ordinate and interact with social and medical collages like Charotar University, GMERS Medical Collage and JMD Science Collage.
2. Home Credit India Finance Pvt. Ltd.

* Worked as Collection Agent.
* December 2019 to till present(1 year)
* Ability to Co-ordinate department operations and achieve set targets.
* Exceptional knowledge of financial management, strategic Initiatives and business processes.
* **PERSONAL DETAILS**

Full Name : Shivani Pandya

Date Of Birth : 28.08.1999

Language Known : English, Hindi & Gujarati.

Nationality : Indian.

RELIGIOUS : Hindu

Hobbies : Curious For Any new Things

Marital Status : Unmarried

Sex : Female

* **STRENGTHS:-**
* Good interpersonal skills-works well with others, motivate and task and objectives.
* Hardworking and quick learner.
* Quick adaptability to challenging situations.
* Commitment towards work.
* Self-aware-always seeking to learn and grow.
* Understanding the role of service department for sound future of an organization.

**AREA OF INTEREST**

* Biotechnologies
* Information Technologies
* Food Technologies
* Quality Assurance
* Instrumental Technologies

***Yours Faithfully,***

***Shivani Pandya***