**MS. Rutvija Trivedi**

**Tel no: +91 7600350693**

**Mail ID: rutvijatrivedi@gmail.com**

1. **Career Objective:**

To be involved in work where I can utilize my skill and knowledge and can give effective contribution into the growth of organization.

1. **Academic Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. no. | Exam | Board | Passing year | Result |
| 1 | Fifth year | Guj. Uni. | 2017 | Pending |
| 2 | Fourth year(MBA) | Guj. Uni. | 2016 | 2.99 GP |
| 3 | Third year | Guj.Uni. | 2015 | 3.68 GP |
| 4 | Second year | Guj. Uni. | 2014 | 3.84 GP |
| 5 | First year(BBA) | Guj. Uni. | 2013 | 3.83 GP |
| 6 | H.S.C | GHSEB | 2012 | 84.28% |
| 7 | S.S.C | GSEB | 2010 | 87.38% |

1. **Work Experience:**

* I have worked at **Ahmadabad District Co-operative Bank** for 2 months as an intern for summer training.
* I have worked in **current department, saving department, clearing department, fix deposit department.**

1. **Projects Undertaken:**

* First Year: Report on Production and Manufacturing process of

“Farm and garden equipments.”

* Second Year: Market Research on “Instant mix product”.
* Third Year: Feasibility report on “Residential school”.

1. **Skills and Knowledge:**
2. Subject Related Skills:

* Economics
* Organizational Behavior
* Finance

1. Basic Computer Skills:

* MS office

1. Personality Traits:

* Presentation skills
* Communication skills
* Good Administrative skills
* Leadership and Motivation skills

1. Linguistics Proficiency:

* Guajarati
* Hindi
* English

1. **Personal Details:**

* Name: Rutvija Trivedi
* Gender: Female
* Marital Status: Unmarried
* Nationality: Indian
* Hobbies and Interest: learning, Reading novels
* Languages: Gujarati, Hindi, English

1. **Declaration:**

I, thereby declare that above information is true to the best of my knowledge**.**

**Signature:**

**Place: Ahmedabad**

**Date:**