**Curriculum Vitae**

**FARJANA MALEK**

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**Contact No.+91-**9537637962

**CAREER OBJECTIVE :**

To become a professional in the field of FINANCE and to associate with an innovative and vibrant organization, this allows me to put my competencies to the best use, to add value to the organization and contributes to my overall growth as an individual.

**ACADEMIC QUALIFICATION :**

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| QUALIFICATION | INSTITUTE | UNIVERSITY | YEAR OF PASSING | PERCENTAGE / CGPA |
| ENGLISH STENOGRAPHY (80 W.P.M.)AND TYPE (40 W.P.M.) | GSEB , GANDHINAGAR | GSEB | 2016 | STENO.:76/100 TYPE : 57/100 |
| MBA | K.S.School Of Business Management | Gujarat University | 2015 | 3.55/5 GPA |
| BBA | K.S.School Of Business Management | Gujarat University | 2013 | 63.00% |
| HSC | D.N.High School, Anand. | GHSEB | 2010 | 87.71% |
| SSC | Kasturba Kanya Vidhyalaya | GSEB | 2008 | 76.61% |

**ACADEMIC PROJECT UNDERTAKEN :**

1. Project done about “IMPACT OF THE CAPITAL STRUCTURE ON FIRM VALUATION” during 2nd year of M.B.A.
2. Project done about “MUTUAL FUND AWARENESS” during summer internship of 1st year of M.B.A.
3. New product development on ‘’CHOCO ROLL’’ during 1st year of M.B.A.
4. Project done about Feasibility report on ‘CORPORATE FURNITURE’ during 3rd year of B.B.A.
5. Project done about Market Research report on ‘ATM SERVICE’ during 2nd year of B.B.A.
6. Project done about Production and Operations report on ‘BREAD’ during 1st year of B.B.A.

**ACHIEVEMENT & EXTRA-CURRICULAR ACTIVITIES :**

* Completed 2 months training in ICICI PRUDENTIAL.
* **Completed 2 months certificate course in Tally.**
* Participated in Portfolio game of college in 2011 and 2012.
* Achieve Level**’A’** Of NCC Certificate With ‘B’ Grade.
* Visited COCA-COLA plant near Goblej at Kheda.

**PERSONAL QUALITIES :**

* Have good presentation skill
* Written and communication skills,
* Quick learner

**COMPUTER KNOWLEDGE**

* Good knowledge of Tally ERP 9
* Basic knowledge of computer and internet

**INTEREST & HOBBIES :**

* Listening to Sufi music
* Cooking
* Learning new things

**PERSONAL DETAILS**

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| Name | Farjana A. Malek |
| Date of Birth | 2nd July, 1993 |
| Gender | Female |
| Marital Status | Single |
| Nationality | Indian |
| Languages Knows | English, Hindi, Gujarati |
| Address | 18-A, Sagar Society, Padhariya, |
|  | Bhalej Road, Anand. |

**DECLARATION :**

I hereby declare that the above-mentioned information is true to the best of my knowledge.

***Farjana Malek***