**CURRICULUM VITAE**

**Name:** Pathak Shaivali Falgun

**Date of Birth:** 28th January, 1990

**Permanent Address:** B\10, Bhaskar Flats, b/h. CM Motors, Mirambica Road, Naranpura Ahmedabad -361004.

**Contact Details:** (M) 9898988619

**Email Address:**  shaivalipathak@gmail.com**Career Objective:**

Seeking a responsible position to utilize my skills and abilities in an organization that offers professional growth and challenging opportunities.

**Educational Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Standard/  Institution | Year of Passing | University/  Board | Percentage/Marks | Grade |
| C.s (inter.)  ICSI | 2011 | ICSI | 262/600 | N.A. |
| C.S. Foundation  ICSI | 2008 | ICSI | 257 /500 | N.A |
| T.Y. B.com  [R.J.T.C.C.] | 2010 | Gujarat University | 46% | Pass |
| S.Y.B.com  [R.J.T.C.C] | 2009 | Gujarat University | 54% | Second |
| F.Y.B.com  [R.J.T.C.C] | 2008 | Gujarat University | 55% | Second |
| 12th Std | 2007 | Gujarat Board | 73.57% | Distinction |
| 10th Std | 2005 | Gujarat Board | 62% | First |

**Programmes / Seminars Attended:**

1. Attended Certificate Programme held by Institute of Company Secretaries of India for two days named as “**Executive Development Programme”** in the year 2011.
2. Attended Certificate Programme held by Institute of Company Secretaries of India named as **“ Professional Development Programme”** in the year 2012.
3. Attended a seminar of one day on “**E-mail Etiquettes”** at a Company named Sahajanand Laser Technology Limited in the year 2012**.**
4. Attended training on **“Understanding Information Technology in the Corporate Environment”** at NIIT for 70 hours in the year 2009.

**Competencies:**

Flexible nature and adapt to adverse condition, good grasping power.

Efficient under pressure and changing environment.

**Languages Known:**

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Writing | Speaking | Reading |
| Hindi |  |  |  |
| English |  |  |  |
| Gujarati |  |  |  |

**Signature**

Shaivali .F. Pathak