

CURRICULUM VITAE

URVASHI PATEL

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Career Objective

I seek to work in a professionally managed organization where I can be part of a dedicated and positive team. I believe in continuous learning, where hard work drives progress, and success is not just a milestone but an ongoing journey of self-development and growth.

Work Experience

Assistant Executive at Vivek Mishra & Associates

Duration: 1 year

- Assisted in the preparation of resolutions, agendas, and meeting papers for client Manyavar.
- Prepared minutes and notices for meetings.
- Assisted in form filling and gained understanding of legal nuances involved in document filing.

Client Support Associate at Etech Global Services

Duration: 2 months

- Provided client support and resolved queries, ensuring high levels of customer satisfaction.

Professional Qualifications: Company Secretary

Year	Institution	Exam	Percentage (%)
June 2016	Institute of Company Secretaries of India	Executive Programme	60

Academic Qualifications

Year	Course	Board/University	Percentage (%)
2012	Bachelor of Commerce	Bhagalpur University	65.38
2009	Higher Secondary	Bhagalpur University	75
2007	Secondary	CBSE	72

Skills

- Knowledge of MS-Excel and MS-Word.
- Working on MCA.

Achievements

- College Topper in Class XII and B.COM Examinations.
- Recognized as the best team member for the top PPT presentation in the 60th EDP Batch of EIRC of ICSI.
- Completed 15 days EDP training organized by EIRC of ICSI.

Strength

- **Hardworking:** Consistently focused on delivering quality work.
- **Positive Attitude:** Maintain a proactive and solution-oriented mindset.
- **Flexible:** Adaptable to changing work environments and processes.
- **Avid Learner:** Eager to learn and grow continuously.

Personal Information

- Father's Name : Mr. Ashok Patel
- Languages Known : English, Hindi and Gujarati
- Interest : Listening Music, Travelling and meeting people with different backgrounds & perspectives.
- Address : Khalifabag, Bhagalpur 812001.

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Bhagalpur