**RESUME**

SHWETA PATEL

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***CAREER OBJECTIVE:***

Intend to build a career to utilize my knowledge, personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly.

## EDUCATIONAL QUALIFICTION:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr.No | Class | School/college/Institute | Board of Passing | Year  of Passing | % age obtained |
| 1. | Pursuing MBA in Financial Administration | Institute Of Management studies ,DAVV | DAVV University | 2018- 2020 | - |
| 2. | Graduation- BBA in Management Science | International Institute Of Professional Studies, DAVV | DAVV University | 2018 | 8.59 CGPA |
| 3. | H.S.C. | Citizen Higher Secondary School, Nepanagar (M.P.) | Madhya Pradesh Board of Secondary Education | 2015 | 89.6% |
| 4. | S.S.C. | Citizen Higher Secondary School, Nepanagar (M.P.) | Madhya Pradesh Board of secondary Education | 2013 | 94% |

## AREA OF INTEREST

* Banking sector.
* Taking a job as Financial Analyst and Risk Management Manager.
* Intend to study Hindi Sahitya, and want to build a bright future in writing.

ACHIEVEMENTS:

* United Schools Organization of India passed the 52nd Annual All India UN information fest of USO on 29 August 2009 in which I secured VI position in the Pre-senior category.
* Secured I position at district level in Debate Competition in 2015.
* Received Excellence award from Bhartiya Sanskriti Gyan Pariksha.
* Received Silver medal by CMD of Nepanagar Paper mill Ltd.
* Won prizes in various essay writing and speech competitions at School level.

OTHER ACTIVITIES:

* Writing
* Reading.

PERSONAL QUALITIES:

* Positive attitude.
* Punctuality.
* Excellent presentation skills.
* Strong problem solving skills to resolve issue quickly and fairly.
* Good in working on MS Office.
* Good leadership skill to set goal, empowerment and performance evaluation.
* Expressing ideas- initiating new ideas, conveying feelings, sharing credit, coordinating task, setting goals, analyzing them.
* Career path of being a writer in future I have chosen provides me unique opportunities.

PERSONAL PROFILE:

Date of Birth : 07/07/1997

Name of Father : Mr. Sanjay Patel

Nationality : Indian

Marital Status : Unmarried

Linguistic Proficiency : Hindi, English