

URMILA G. DALVI

Flat No.3A, Laxman Raj Park Keshav Nagar,
Chinchwadgaon, Pune- 411033
E-mail- n_urmi06@rediffmail.com
Mob: **7385479606**

RESUME

Name	Urmila Gopal Dalvi
Date of Birth/Age	12.05.1985/37.5 years as on Dec.2022
Marital status	Married
Family	Husband-Service, Head HR in a manufacturing Company at Bhosari, Pune Son-Studying in 12 th Arts, @ Pune In-laws- @ Native village in Kolhapur District

- ❖ **Career Objective:** I am seeking a Junior/assisting role preferably in a HR and admin function of an industry or a Bank's legal cell or a Legal firm where I can learn and upgrade my knowledge and skills with time. With This, I wish to start my career after a long social break and wish to contribute to the bank/firm in their growth plans and to my personal career development in line with my education.

❖ **Educational Qualifications: -**

Sr.No.	Description	Passing Year	University/ Board	% of Marks / Grade
1	BSL LLB (5 years Law Degree course)	June 2007	Pune university	55 % Higher second class
2	HSC (Arts)	June 2002	Kolhapur Div. Board	67.83%, 1st Class
3	SSC	June 2000	Kolhapur Div. Board	66.53%, 1 st Class

❖ **Professional Certificate Courses:-**

- Completed 6 months **Diploma in Cyber Law** with 74 % of marks in Sept.2008 conducted by Govt. Law college, Mumbai & ASCL, Pune Jointly.
- Completed **MSCIT** course in Sept.2004 with 81 % of marks.
Computer Literacy: MS word, Excel, Power Point applications

❖ **Interested Area of work-** HR and admin, Legal cell/function, Legal and statutory compliance,

❖ **Interested Sectors-** Industry, Banks, Legal consulting firms,

❖ **Professional Work Experience-**

One year as a "HR and admin Trainee" in Jay Auto components Ltd. MIDC, Bhosari.

❖ **Personal interests/Hobbies-** Reading Marathi Novels and stories, writing Marathi articles.

Location: Chinchwad, Pune
Date: Aug 20,2023

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