

RESUME

Khushbu Shah

K-503, Swaminarayan Park

Nr. Swaminarayan Park-I

B/h. G.B. Shah College

Vasna

Ahmedabad-

Contact No.: +91-8733849164

Email : *khushbushah400@gmail.com*

OBJECTIVE

To work with leading company and to use my analytical thinking to the best of my ability combined with perseverance, so as to contribute to organization's growth and goal, as well as to attain my professional goal.

PROFESSIONAL QUALIFICATION:

- Pursuing C.S. Professional Programme
- (Module – 1 Clear)
- Pursuing L.L.B. in Gujarat University

ACADEMIC QUALIFICATIONS:

- Company Secretaries Executive Programme , March - 2014
- B.Com from S. M. Patel Institute of Commerce College (Gujarat University), March - 2013
- Sr. Secondary from Shree JVVSU Kanya Vidyalaya (G S E Board, Gandhinagar), March- 2010
- Secondary from Shree JVVSU Kanya Vidyalaya (G S E Board, Gandhinagar), March - 2008

COMPUTER PROFICIENCY:

- Working knowledge of Windows and Internet. And familiar with MS-Word/MS-Excel

PROFESSIONAL EXPERIENCE:

- Just a Fresher

SKILLS:

- Good Communication Skills.
- Easily negotiate with other people.
- Have high level of persuasiveness.
- Can work effectively in team, as well as individually.

- Have good inter-personal skills.

PERSONAL INFORMATION:

Father's Name: Chirag N. Shah
Marital Status: Unmarried
Sex: Female
Date of Birth: 29th August, 1993
Language Known: English & Hindi
Nationality: Indian
Strength: Confident, Positive attitude, Hardworking, Punctuality, Good listener and Quick learner
Hobbies: Internet Surfing, Reading Newspaper

DECLARATION:

I hereby inform you that all the statement made above is true the best of my knowledge and belief.

(Khushbu Shah)