

HETAL J. CHAVDA

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Address: i/12 Ratnam Flats Nr. Prajapati Garden vasna
380007.



PROFILE SUMMARY

- Currently pursuing Post Graduate Diploma in Management with dual specialization in Marketing and Human Resource Management from St. Kabir Institute of Professional Studies, Ahmedabad.
- Graduated in Business Administration from JG College of commerce.
- Teamwork, Decision-making, leadership and Communication are the special skills that I possess.

CAREER OBJECTIVE

To seek a challenging position in a reputed organization where I can learn new skills, enhance my knowledge.

WORKSHOPS

- Attended workshop on Effective Presentation & Ms. Excel during Induction program organized by SKIPS.
- Attended Workshop on IKIGAI and Personal Branding organized by SKIPS.
- Attended workshops on Business Etiquette-Technical, Dining and Grooming, Social, Telephone organized by SKIPS.
- Attended Workshop on Drilling and Machining organized by R.C Technical Institute in Small Shop.
- Attended Workshop on 3-D printing organized by Splash 3-D world in R.C technical Institute.

LIVE PROJECT

- **Company** : **Jade blue**
- **Duration** :18/10/2021 to 01/11/2021
- **Profile** : Brand Promoter
- **Work summary** : Brand promotion through Customer Engagement, Managing sales, Customer Interaction
- **Project Title** : Live project report on Jade Blue.

ACADEMIC QUALIFICATION

Degree	Year of Passing	Institute/University/Board	Percentage /CGPA
PGDM	Pursuing	St. Kabir Institute of Professional Studies, Ahmedabad.	
B.BA	2019	Gujrat University	52.6%
HSC	2016	GSEB Board	62%
SSC	2014	GSEB Board	72%

COMPUTING SKILLS

- Articulate with MS office
- Basic knowledge of tally.

CERTIFICATIONS

- Completed a MOOC on 'Networking in English' offered through EDx.
- Completed an online course on 'Succeed in the work place' offered through Open University.
- MOOC course on 'Communication and Interpretation Skills at Workplace' offered by University of Leeds, FutureLearn.

EXTRA-CURRICULAR ACTIVITIES

- Active Member of SKIPS Media Club

PERSONAL DETAILS

- Date of Birth : 26/03/1999
- Permanent Address : i/12 Ratnam flats, Nr. Prajapati garden. Vasna
380007
- Languages Known : English, Hindi and Gujarati.

REFERENCES

- Name : Ms.Dhvani Pandya
- Designation : Assistant Professor
- Contact Details : dhvani@skips.in

DECLARATION

I hereby verify that the information provided above is true and correct to the best of my knowledge.

Place:-Ahmedabad

Hetal Chawda