

## SNEHA LAXMANDAS GANGWANI

B/18, 1st Floor, Guru Nanak Society, Near Prem Nagar, Kopri Colony, Thane (East) – 400603.

**Contact No.:** +91-9867522552

**Email:** sneha.gangwani9@gmail.com

### **CAREER OBJECTIVE:**

To work with leading organization 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:**

EXAMINATION	YEAR	INSTITUTE	MODULE	STATUS
LLB Sem IV	May 2016	Mumbai University	All Subjects	Appeared
LLB Sem III	November 2015	Mumbai University	All Subjects	Passed
LLB Sem II	April 2015	Mumbai University	All Subjects	Passed
LLB Sem I	December 2014	Mumbai University	All subjects	Passed
Company Secretary Professional Programme Examination	December 2015	ICSI	IV	Passed
Company Secretary Professional Programme Examination	December 2014	ICSI	III	Passed
Company Secretary Professional Programme Examination	June 2014	ICSI	I & II	Passed
Company Secretary Executive Programme	June 2013	ICSI	Both groups	Passed
Company Secretary FOUNDATION	June 2012	ICSI	All Subjects	Passed

### **ACADEMIC QUALIFICATIONS:**

Year	Examination	Institution	( % )
Mar -2009	S.S.C.	Maharashtra Board	75.56%
Feb -2011	H.S.C.	Maharashtra Board	81.00%
Mar - 2014	T.Y.Bcom	Mumbai University	82.07%

### **COMPUTER PROFICIENCY:**

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

### **CERTIFICATIONS AND TRAININGS:**

- 15 Months Company Secretary Apprenticeship training under M/s. Sonal Kothari & Associates, Practicing Company Secretary, based at Thane.
- 'Basic Understanding of Computer' course by Aptech Ltd.
- Student Induction Programme by ICSI.

### **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:** Laxmandas Gangwani  
**Marital Status:** Unmarried  
**Sex:** Female  
**Date of Birth:** 7<sup>th</sup> June 1994  
**Language Known:** English, Hindi, Marathi & Sindhi.  
**Nationality:** Indian  
**Strength:** Confident, Positive attitude, Hardworking, Punctual, Good listener & Quick learner  
**Hobbies:** Dancing, Internet Surfing, Listening Music.

**(Sneha Gangwani)**