**NAME: JIDNYASA. J. KOLI**

**Email:** [**kolijidnyasa06021997@gmail.com**](mailto:kolijidnyasa06021997@gmail.com)

**Mobile no.: 9930894476**

**Student Registration No: 44027436102/2015**

**CAREER OBJECTIVE :-**

**My aim is to contribute to the objective of the organization and to grow with it and to deliver excellence through acquired knowledge from expertise Professionals and to do innovative work in the same field.**

**EDUCATION QUALIFICATIONS :-**

|  |  |  |
| --- | --- | --- |
| **Year** | **Institution** | **Examination** |
| 2019-2020 | SIDDHARTH COLLEGE OF LAW | 2nd YEAR OF 3YEAR L.L.B  **PASS** |
| 2018-2019 | SIDDHARTH COLLEGE OF LAW | 1st YEAR OF 3YEAR L.L.B  **PASS** |
| 2018-2019 | UNIVERSITY OF MUMBAI | MCOM PART-1  **PASS**  **First Class** |
| 2016-2017 | ELPHINSTONE COLLEGE | Third Year of B.com  **B Grade** |
| 2015-2016 | ELPHINSTONE COLLEGE | Second Year of B.com  **B Grade** |
| 2014-2015 | ELPHINSTONE COLLEGE | First Year of B.com  **B Grade** |
| 2013-2014 | ELPHINSTONE COLLEGE | H.S.C  **First Class** |
| 2011-2012 | CONVENT OF JESUS AND MARY | SSC  **Distinction** |

PROFESSIONAL EDUCATION

**SKILLS SUMMARY**

Currently pursuing Company Secretary Course from THE INSTITUTE OF COMPANY SECRETARIES.

* Cleared FOUNDATION level in January 2015
* Cleared EXECUTIVE LEVEL in February 2020
* Currently appearing for PROFESSIONAL level .
* Quick learner
* Computer Operating
* Communication skill

SKILLS

* Quick learner
* Computer Operating
* IT Skills
* Ability to remain focused under pressure
* Ability to use new system by quickly learning the requirements

**ACHIEVEMENTS/EXTRA CURRICULAR ACTIVITIES**

* **MS-CIT**
* **ENGLISH TYPING**
* **BASIC COMPUTER KNOWLEDGE**
* **MICROSOFT OFFICE EXCEL SPECIALIST @ 2016**
* **TALLY ERP- 9**
* **FRENCH LANGUAGE**

1. **Cleared Elementary Level A1 and A2 from Alliance Françoise and Delf A1 and A2.**
2. **Cleared Independent Level B1 from Alliance Françoise.**

* **IT as a subject in T.Y.Bcom.**

**HOBBIES AND INTEREST :-**

* READING
* **Reading**
* **Internet Browsing**
* **Art &Craft**
* **Dancing**

**PERSONAL DETAILS :-**

|  |  |
| --- | --- |
| **Father’s Name** | **Jitendra . V. Koli** |
| **Father’s Occupation** | **Service** |
| **Mother’s Name** | **Runita . J . Koli** |
| **Gender** | **Female** |
| **Date & Place Of Birth** | **06th -02- 1997 Mumbai** |
| **Address** | **5/2 Govind Shivram, Navroji Road, Colaba Mumbai 400005.** |

DECLARATION :-

**I hereby declare that all the above mentioned information is true and correct to the best of my knowledge and belief.**

**Place:**

**Date: / /**

**Signature**

**Jidnyasa j koli**