

# CIRRICULAM VITAE

## Personal Details:

Name: Juhi .K. Parekh  
Address: C-502,Raj-Ratna Apt.,B/H Shroff Chawl, Valsad-396001  
Date of birth: 02/11/1992  
Marital Status: Unmarried  
Gender: Female  
Nationality: Indian  
Languages known: English, Hindi, Gujarati.  
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## Career Objective:

To ensure challenging position in a growing organization where I would be able to utilize my capabilities to the best extend and in the process add value to the organization and my career.

## Synopsis:

A Self-motivated person with a good experience in Administrator Field. Ability to work in dynamic environment and under pressure situation, possess honesty and the ability to work hard.

## Educational Qualification:

Course	University/Board	Year	Aggregate
PGDBA	Symbiosis Centre of Distance Learning	2019	60%
BBA	VNSGU University	2014	54%
HSC	Gujarat Board	2010	58%
SSC	Gujarat Board	2008	69%

### Experience:

1. Currently working in Pinaky Placement at Valsad as an Office Incharge from April-2019 till Date.

### **Job Profile:**

- E-Commerce Work
  - Counselling for Registration
  - Admin Work
  - Maintain Customer Relationship
  - Billing Work
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2. Worked as an Administrator in Uday Financial Services at Valsad from May 2014 to March 2018 in the department of Mutual Funds and General Insurance.

### **Job Profile:**

- Generate New Policies
- Clients Follow up for Renewal of Policy
- Data Entry
- RTO Tax Related Paper Work
- Mutual Fund Investment Advisor

### Academic Project:

#### **SUMMER TRAINING PROJECT ON SWASTIK VALUE ADITION PVT. LTD., SACHIN.**

- Working analysis of the organization.
- The basic objective of the training was to get an overview of different aspects of management like Production, Personnel, Finance and Marketing department.
- To understand the role of all the sub-systems and to understand its relationship with each other as a whole.
- To understand the practical aspect of the business world and to relate it with the theoretical concepts studied.

#### **WINTER TRAINING PROJECT ON APPLICATION OF SHARPE, JENSEN AND TREYNOR MODEL ON SELECTED SECURITIES OF BSE.**

- Purpose of this project is to measure risk and return aspect of selected companies.
- It helps to identify the risk and return of investment and helps to investors that in which company they should invest.

### Academic Achievement:

- Participated in one day workshop on “Achieving Managerial Excellence for Sustainability.”
- Presentation on “Emotional Intelligence” in the business presentation competition at UKA TARSADIA UNIVERSITY, BARDOLI.

### Extra-Curricular Activities:

- Completed 2 years of Bharatanatyam.
- Cleared Intermediate Drawing Grade Examination.

### Computer Skill:

Basic Computer Skill, Internet

### Hobbies:

Skating, Dancing, Travelling, Reading, Exchanging views with different kind of people, Exploring new things.

### Strength:

- Hardworking
- Positive Attitude
- Believe in Team work

### Declaration:

I hereby declare that the above mentioned particulars are best of my knowledge and belief.

**JUHI PAREKH**