

# UTSAVI S. SHAH

(9, Rddhi Siddhi appts., 2, Mahalaxmi Society, Ahmedabad -380007, Gujarat, India)

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DOB: 21<sup>st</sup> July 1987

## CAREER OBJECTIVE

- Seeking a prospect to utilise my skills and abilities in the industry that offers professional growth while being resourceful, innovative and flexible.
- Presenting true and fair picture of performance of the organisation, identifying loopholes in the internal systems and suggesting measures to tackle the same.

## EDUCATION

College/School - University	Degree/Diploma	Year	Percentage	Grade
K.S.School Of Business Management	Gujarat University	2006	67.14%	B+
K.S.School Of Business Management	Gujarat University	2005	62.17%	B+
K.S.School Of Business Management	Gujarat University	2004	63.33%	B+
S.M.V.M.	Higher Secondary School Certificate	2003	84 %	Dist.
S.M.V.M.	Secondary School Certificate	2001	88.86 %	Dist.

## ADDITIONAL QUALIFICATION & EXPERIENCE

- Efficiently skilled and experienced in communication tools.
- Basic Fundamental, Microsoft Office, E-mail Handling, Internet.
- 6 month experience in the area of MIS for logistic operation of petrochemical products at GSECL (Gujarat State Export Corporation Ltd.)

## **TRAINING & ASSIGNMENTS**

- A project report on Production System of “Pharmaceutical Machine manufacturing system of ‘Karnavati engineering pvt. ltd.’in First Year B.B.A.2004-05.
- A project report on Market Research of “Pencil Cell” in Second Year B.B.A.2005-06.
- A project report of “Feasibility Study” on Tour Operator in Third Year B.B.A.2006-07.
- A project report on research methodology & survey conducted on “Surface Cleaner” in fourth year M.B.A. 2006-07.
- A project report on “portfolio Analysis” of various industries in fourth year M.B.A.2007-08.
- A summer project on “Special emphasize on forex and Import Export with Working Capital Management” at Zydus Cadila in fourth year 2007-08.

## **ACHIEVEMENTS**

- I have successfully completed a course of Spoken English & Personality Development from British Academy.
- I have been awarded with the National Scholar Scheme Certificate in recognition of the highest position secured in the list of meritorious candidates qualifying for awards from Gujarat in 2002.
- I have participated in various Annual cultural functions and tried to demonstrate creativity in most the activities.

## **STRENGTHS & WEAKNESS**

- Excellent interpersonal skills, which have been concluded to effective relationships
- Key strengths – learning abilities, commitment & confidence, positive attitude, fast learner, Convincing Power, Gentle, Optimistic, Honest.
- I don’t get involve in the matter which don’t concern me directly.

**(UTSAVI SHAH)**