**CURRICULUM VITAE**

**Shruti P. Shah**.

Mob: No: **+91**-**7350331196**

E-mail: tashru@gmail.com

**OBJECTIVE**

**To work with an organization where I can implement my skills and knowledge at optimum level and try to carry out all responsibilities with utmost integrity and perfection, and while doing so grow with the company and learn newer and better ways of leading a satisfied and organized career ahead.To take a challenging post for understanding business change needs, assessing the impact of those changes, capturing, analyzing and documenting requirements and then supporting the communication and delivery of those requirements with relevant parties**.

**WORK EXPERIENCE**

**Total Experience: 5 years +**

 **Currently working as Freelancer Translator:**

Has successfully taken several tests with score above average (writing skills, customer skills)

Build long lasting relationships with clients by providing an excellent customer service

Respect deadlines as set by the client and the requirements for each task

Translated written educational, scientific, medical and legal documents

Provides translation services (Hindi to English) and (Marathi to English) on a regular basis

1. **Rage Frameworks (Credit Pointe)**

 **Duration: 2 Months (7/12/2015 to till date)**

 **Designation: Associate Analyst**

 **Project: Brambles**

 **Profile:** Helping the senior analyst to develop new strategies to enhance the efficiency of the current Business Process.

Searching and suggesting advance technologies that can contribute in the development of projects.

Generating reports and sending to seniors’. According to analysis making the improvement plans.Responsible for checking the daily achievements

**2) Homeward Residential India, Pune**

**Duration: 9 months**

**Designation: Research Associate**

**Profile:** Perform extensive primary and secondary research to build a detailed understanding of the target market, industry, company or opportunity.

Analyze and synthesize research findings to develop valuable insights and strategic recommendations for our client

1. **Boston Computer Institute, Sangli.**

**Duration: 3 years and 5months**

**Designation: Finance & Account Head**

**Profile:** Maintaining the books of accounts.

Preparing asset, liability, and capital account entries by compiling and analyzing account information under the guidance of C.A

Examine the income and expenditure of the institute

Reconcile the bank statements to the company books.

Do day-to-day activities.

Substantiates financial transactions by auditing documents.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Examination** | **University / Board** | **Year** | **Class** |
|  **PGDIB** **(Correspondence)** | **Symbiosis College for Distance learning, PUNE** | **2017** | **B Grade** |
| **B.Com** | **Shivaji University** | **2011** | **55.34%** |
| **H.S.C** | **State Board** | **2008** | **64.54%** |
| **S.S.C** | **State Board** | **2006** | **74.53%** |

**OTHER QULIFICATION**

* **Operating System: Windows 95/98/00/07.**
* **Others: MS Office, Internet Applications.**
* **Tally 8.1**
* **Cleared NSE’s NCFM’s EXAM   ON CAPITAL MARKET (DEALER’S) MODULE**.
* **Learning French level 2.**

**PERSONAL TRAITS**

* Ability to make people understand and convience them.
* Ability to produce the best result in pressure situations.
* Ability to work in team as well as individual.

**STRENGTHS**

* **Hardworking**
* **Straight Forward**
* **Quick learner**

**HOBBIES**

* **Dancing**
* **Reading**
* **Travelling**

**PERSONAL INFORMATION**

* **Name : Shruti P. Shah.**
* **Date of Birth : 27/09/1990**
* **Gender : Female**
* **Marital Status : Married**
* **Nationality : Indian**
* **Languages Known : English, Hindi, Marathi and French.**
* **Current Address : Flat no C-207, Umang Premiere,**

**IVY Estate, Wagholi,**

**Pune-412207.**

* **Permanent Address : Santosh Traders, Zuari Dealers**

 **A/p: Koujalgi, Tal: Gokak**

 **Dist: Belgaum.**

**I declare that above furnished information is true to best of my knowledge.**

**Date :**

**Place : Pune**

 **Shruti P. Shah.**