



**Viraj Jadeja**

**MBA Student**

Anand Institute of Management and Information Science, Anand  
(Affiliated to GTU)

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### **CAREER OBJECTIVE**

To pursue a challenging career in the financial and banking sector where I can utilize my academic knowledge, analytical abilities, and practical experience to contribute to the organization's growth while enhancing my professional and managerial skills.

### **ACADEMIC QUALIFICATION**

Examination / Programme	Major Subjects	School / College / Department	Board / University	Year	Class / Grade
MBA	Human Resource Management	Gujarat Technological University	GTU	Pursuing	6.27 GPA (Till 1 <sup>st</sup> Semester)
B.Com	Adv. A/c.	Anand Commerce College	SPU	2022	CGPA: 6.09
H.S.C (Commerce)	Elements of A/C	S.P. School	GSHSEB	2019	56%
S.S.C	Math, Science, English	S.P. School	GSHSEB	2017	65.33%

## **AREA OF INTEREST**

Manufacturing Sector

HR Jobs in Private Sector

## **SKILLS**

- Communication
- Adaptability
- Time Management
- Teamwork and Adaptability

## **STRENGTH**

- Good ability & Flexibility to learn fast
- Leadership and teamwork capabilities
- Strong analytical and problem-solving ability
- Hard-working
- Time management

## **Achievements:**

- Completed Course on Computer Concept with “A” Grade in GCTI.
- Achieved Certificate in Tally Erp.9 in GCTI.
- Successfully completed a Certificate Programmed in Banking, Finance and Insurance conducted at Anand Institute of Management and Information Science in collaboration with Bajaj FinServ Ltd.

**Technical Skills:** MS Excel, MS Word, MS PowerPoint.

**Languages Known:** English, Hindi, Gujarati.

## **Appeared in Project Reports:**

A Study on Employee Welfare Measures At Omax Cotspin Private Limited.

## **REFERENCES:**

Prof. Ms. Tejal Patel

Assistance Professor

Anand Institute of Management and

Information Science (AIMIS) Anand.

(M):9099023714

E-mail: [tejal.patel@aimis.ac.in](mailto:tejal.patel@aimis.ac.in)

**Work Experience:**

1 Year and 1 Months of experience at Omax Cotspin Private Limited.

8 Months of experience at ICICI BANK as Executive.

**DECLARATION**

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

Date: 06 November,2025

Place: Anand

Signature

Viraj Jadeja