



JIGNESHBHAI DAMA
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CURRICULUM VITAE

PROFESSIONAL OBJECTIVE

A self-motivated individual with the passion and drive to take ownership of new tasks and go beyond boundaries to perform and accomplish tasks. Active listener and exceptional communicator willing to understand conflicts and provide a positive resolution. Noted for taking on challenging tasks in a new environment.

PROFICIENCY FORTE

KEY SKILLS:

- **Soft Skills:** Presentation skills, excellent interpersonal communication, leadership, talent to work individually as well among complex organisation
- **Technical Skills:** Training and development, writing skills, report writing and proposal development, data analysis through SPSS and basic computer, MS Office, internet and mail operating.

ACADEMIC QUALIFICATIONS

Qualification	Board/ University	Percentage/ OGPA	Division/ Distinction	Session
Secondary (10 th)	GSEB	48.5%	PASS	2014-15
Senior Secondary (12 th)	GSHEB	46.28%	PASS	2016-17
B.R.S.	VEER NARMAD SOUTH GUJARAT UNIVERSITY	75%	Distinction	2020-21
MBA (Rural Management)	GUJARAT VIDYAPITH	63.40%	FIRST	2022-23

CERTIFICATE COURSES

Duration	Institute	Course	Year
1 YEAR	Gujarat Vidyapith	Diploma in Co-operative Management	2022
3 months	BIT	Corel draw, Adobe photoshop, AutoCAD civil design	2017

WORK EXPERIENCE

- **Position-** Operation Manager
Organisation- Fincare Small Finance Bank

Duration- 17th July, 2023 till date

INTERNSHIPS, TRAININGS AND CERTIFICATIONS

Duration	Organisation	Topic	Year
3 month	CARE INDIA	Summer internship on the project 'IAIDVC'	2023
7 day	ARID COMMUNITIES	Centre of excellence for participatory ground water management & Gujarat consortium	2022
1 month	Agriculture centre of excellence, vadrad	Training centres for latest technologies in the field of horticulture	2020
3 month	Government of India	Ministry of skill development & entrepreneurship, National council for vocational training	2018
1 day	State examination board Gujarat	Intermediate drawing grade examination in 41-c grade	2013

PERSONAL DOSIER

- ❖ Name- Jigneshbhai dama
- ❖ Father's Name: Ashokbhai dama
- ❖ Mother's Name: Ramilaben dama
- ❖ Date of Birth: 16th November,1999
- ❖ Address: H. No. 29, Shivnagar society jambusar – 392150
- ❖ Linguistic Abilities: Gujrati , English and Hindi
- ❖ Marital Status: Unmarried
- ❖ Hobbies: Cricket, music and reading books