**First Name Last Name**

New Delhi | +91 1234567890 | [first.last@sample.com](mailto:first.last@sample.com) | linkedin.com/in/username

**Summary**

Seasoned and results-driven professional with a proven track record in **[industry/field]**. Adept at managing complex projects, leading teams, and delivering impactful results. Possesses strong problem-solving abilities, effective communication skills, and a deep understanding of **[specific expertise]**. Committed to continuous growth and innovation, with a focus on driving efficiency and success within dynamic environments.

**Experience**

**Jarvis & Co.** Bengaluru

***Head of Business Development and Operations*** Feb 2020-Present

* Notes: Your most recent experience should have the most detail; though avoid using more than 5 bullet points per experience
* Managed cross-functional team of 10 in 3 locations (Hyderabad, Mumbai and New Delhi), ranging from entry-level analysts to vice presidents, and collaborated with business development, data analysis, operations and marketing
* Launched Mumbai office with lead Director and recruited and managed new team of 10 employees; grew office revenue by 100% in first nine months (representing 20% of company revenue)
* Designed training and peer-mentoring programs for the incoming class of 25 analysts in 2021; reduced onboarding time for new hires by 50%
* Led the transition to a paperless practice by implementing an electronic booking system and a faster, safer and more accurate business system; reduced cost of labor by 30% and office overhead by 10%

**Wilson & Co.** New Delhi

***Product Manager***  March 2016 - Jan2020

* Notes: If you have accomplished a lot at one company and have more than 5 bullets, split them up into two different job titles at the same company, like in this example
* Spearheaded a major pricing restructure by redirecting focus on consumer willingness to pay instead of product cost; implemented a three-tiered pricing model which increased average sale 25% and margin 10%
* Promoted within 12 months due to strong performance and organizational impact (one year ahead of schedule)
* Identified steps to reduce return rates by 10% resulting in an eventual ₹75k cost savings

***Business Analyst*** (2016)

* Analyzed data from 25000 monthly active users and used outputs to guide marketing and product strategies; increased average app engagement time by 2x, 30% decrease in drop off rate, and 3x shares on social media
* Decreased uninstallation rate by 40% by introducing an interactive tutorial at app launch

**Education**

**Global Business School** London

***Master of Business Administration Operations*** 2014-2016

* Awards: Harvard Gates Fellow (only 5 awarded to class)

**New Delhi University** New Delhi

***Bachelor of Engineering, Major in Computer Science***2010-2014

* Note: Your education section can be much shorter than this; only add bullet points to your education if they add value to your overall experience; prioritize accomplishments in your work experience

**Other**

* Technical Skills: Python, SQL, Excel, [enter keywords as they appear in the job description]
* Certifications: CFA Level 3 (August 2016), ABC Certification, [other certification required in job description]
* Volunteering: Volunteered 15 hours/month at Cancer Foundation (2012-2014)