

NAME

ADDRESS

PIN CODE

CONTACT NUMBER

E - M A I L

OBJECTIVE

Career growth in the area of Banking, Finance and Accounting. Aspiring to build a profession in Accounts and Finance with an organization where team work is required and hard work is appreciated and to be in the position which is best suited to my knowledge and skills.

WO R K EXP ER I EN CE

DURATION

ABC University

Coordinator

Key Achievements

- Multi-tasking as Coordinator in various departments
 - Part of Admissions Department
 - Management Information System (MIS)
 - Coordinated the UG and PG Admission Process
 - Travelled all over India to conduct Entrance Tests and Personal Interviews
 - Communication
 - Social Media (Instagram and YouTube)
 - Media Editing and Designing
 - Still Photography and Cinematography
 - Outreach: Coordinating with Schools and represented University in Educational Fairs
 - Maintained the publications of the University, etc.
- Was part of the student helpdesk and helped in maintain the financial records, registration, scholarship, tracking fee etc.

Internships:

- Done internship in Finance & Accounts under DHL supply chains accounting department.

Knowledge & Skills:

- Well versed with MS-Office - PowerPoint, Word, Excel & Outlook
- Photoshop, Premier Pro, YouTube Live streaming
- Good communication and presentation skills

E D U C AT I O N A N D C R E D E N T I A L S

- **M Com, ABC University**
- **Bachelor of Commerce (Finance), ABC College**
- **Intermediate (Commerce), AAA School**