



ENTER NAME HERE

Address: #1, ABC CITY, PUNJAB- 140143

E-mail: 1234abcde@gmail.com

Phone: +91 9999999999

LinkedIN:

PROFESSIONAL SUMMARY

A well-organized, creative and goal-oriented graduate possessing excellent communication, problem-solving and leadership skills seeking to secure to position of challenge and responsibility while managing key projects.

KEY COMPETENCIES

People Management | Risk Management | Performance Management | Financial Analysis | C++ | Tally



INTERPERSONAL SKILLS

Team Leadership | Management & Coordination | Decision Making

INTERESTS & HOBBIES

Writing | Blogging | Painting | Travelling | Reading | Gardening

LANGUAGES KNOWN

English | Hindi | Punjabi | French

PERSONAL DETAILS

Mother's Name:

Father's Name:

D.O.B.:

Languages Known:

EDUCATION

Masters in Business Administration | Chandigarh University, Gharuan

Session: 2018-2020 | Score: 7.5 CGPA

Bachelors in Business Administration | Chandigarh University, Gharuan

Session: 2015-2018 | Score: 7.0 CGPA

Intermediate (CBSE) | XYZ Public School, Delhi

Session: 2014-2015 | Percentage: 89%

Matriculation (CBSE) | XYZ Public School, Delhi

Session: 2012-2014 | Percentage: 92%

WORK EXPERIENCE

COMPANY NAME | POSITION

December 2019-Present

- Responsible for.....
- Achieved....
- Restructured...
- Pioneered...

TRAINING & PROJECTS

COMPANY NAME | POSITION

October 2019-Present

- Designed a program.....
- Performed an analysis on.....

COMPANY NAME | POSITION

October 2018-Present

- Designed a program.....
- Performed an analysis on.....

ACADEMIC ACHIEVEMENTS

- Bronze medal in Maths Olympiad in 2019 by XYZ University
- First position in ENTRA-EXCELLENCE (Business Idea Presentation)
- Certificate of Merit in Tally, XYZ University

CERTIFICATIONS & AWARDS

- Level -II Chartered Financial Analyst
- Certification in Credit Risk Monitoring
- Runners-Up in Crisil Young Leaders
- Winners in TCS Casewiz
- Digital Marketing Certification from Symbiosis

EXTRA CURRICULAR & CO-CURRICULAR ACHIEVEMENTS

- Member- Student Advisory Board
- Class Representative for two consecutive terms
- Black Belt in Judo