

Vivek Patodia

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West Bengal, India

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Career Objective:

To apply my skills gathered through knowledge and practice and working for the organisation to the best of my abilities and contributing to it effectively and effeciently, taking up new challenges and venturing into new opportunities and avenues.

Academic Qualifications:

- Graduated in **2015** as **Post Graduation Diploma in Management (Spl: Financial Management)**, from **Xavier Institute of Social Service, Ranchi**, with an aggregate of **76.04%**. (Aggregate of 6 Trimesters, **Rank 3, Bronze Medalist.**).
 - Graduated in **2013** form **St. Xavier's College (Autonomous), Kolkata** as a **Bachelor of Commerce (Hons.)** with an aggregate of **65.38%**.
 - Successfully completed schooling in **2010**,form **Don Bosco School Park Circus, Kolkata**, with a score of **91.25%**, affiliated to **Indian School Certificate Examination Board (ISC)**.
 - Matriculated in **2008** form **Don Bosco School Park Circus, Kolkata** with a score of **72.40%**, affiliated to the **Indian Certificate of Secondary Education Examination Board (ICSE)**.
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Co-Curricular Activities And Achievements:

- Stood **2nd Runner – Up** in the ICICI StockMind Season III, Virtual Stock game.
 - Active member in the Organising Committee of **All India Management Association – Young Entrepreneurs'**, Regional Round at Xavier Institute of Social Service, Ranchi.
 - Actively involved as a member of the Organising Committee and **Head of Department** of Security in **Xavotsav 2013**, a National level Annual Cultural Festival of St. Xavier's College (Autonomous).
 - Head of Students Organising Committee – **Xavier's Global Earth Summit – I & II**
 - Successfully completed and stood **First** in The course –**"Diploma In Computerised Accounting and Financial Decision Making."**
 - Active involvement in social work with Don Bosco School Park Circus.
 - Successfully secured an '**A Grade**' (**Excellent**) in VFX PRO Course at MAAC (Maya Academy of Advanced Cinematics).
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IT Skills:

- Posses a good quantity of experience and quality proficiency working with Information Technology and have competency in the following :
 - Microsoft Office Package – Excel, Word, Access and Powerpoint.
 - Accounting Softwares – FACT, TALLY and ACE.
 - Basic visual editing softwares of the Adobe Package.
 - Skillfully conversant with the following operating systems –
 - Windows
 - Macintosh
 - Android
 - iOS
 - Symbian
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Hobbies:

- Listening to music.
 - Reading Technology based articles.
 - Socialising.
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Internship Details:

- Worked as a Summer Intern at **Reckitt Benckiser**, from the 18th of April 2014 to the 13th of June 2014, on the topic, "**Regional Commercial Functions – Commercial Finance.**"
 - The project involved a complete knowhow of the commercial activities of Reckitt Benckiser Eastern Region and included live projects, data of which were further used by the company for their future works.
 - The objective of the project was to find the loopholes/areas of gap in the commercial activities process and to suggest ways to plug those gaps.
 - The project was successfully completed by suggesting ways and means to the company on certain process where gaps were felt and helping the company to improve on the same.
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Personal Facts:

Date of Birth	:	13 th of January, 1992
Gender	:	Male
Marital Status	:	Unmarried
Languages known	:	English, Hindi, Marwari and Bengali
Nationality	:	Indian
Passport Number	:	J3267417
LinkedIn ID	:	in.linkedin.com/pub/vivekpatodia/76/438/335/