

Ishaan Shah

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Ahmedabad, Gujarat

To work with an organization that provides me with the opportunity to improve my skills, knowledge and to challenge my mindset and grow along with the organization and explore new areas and work in a dynamic stable organization.

EDUCATIONAL QUALIFICATION				
YEAR	DEGREE	INSTITUTE	BOARD/UNIV.	RESULTS (%)
2022	B. Com (Hons)	SMPIC, GLS University, Ahmedabad	GLS University	7.77
2019	HSC	Navchetan High School, Ahmedabad	GSEB	65%
2017	SSC	Navchetan High School, Ahmedabad	GSEB	52%
ACADEMIC ACHIEVEMENTS				
Erudition	<ul style="list-style-type: none">● Proficiency in operating and working over MS Office.● Proficiency in Tally ERP 9.0.● Proficiency in operating Canva.● Proficiency in operating Prezi.			
Certifications	<ul style="list-style-type: none">● Certified Course on Tally ERP 9.0 from Dotcom Computers.● Successfully attended Model United Nations at H.L College of Commerce. (2018)			
Language Proficiency	<ul style="list-style-type: none">● English● Hindi● Gujarati			
WORK EXPERIENCE				
Allwyn Finserve Customer Relationship Intern 1 st April 2020-1 st April 2021	<ul style="list-style-type: none">● Responsibilities and Impacts:<ul style="list-style-type: none">○ Worked as a Customer Relationship Intern for an automobile company located in Ahmedabad.○ Managed the content and communication department.○ Worked in the domain of Sales, Customer Relationship Management and social media marketing for their Instagram, sizes accordingly for high-end clientele of the company.○ Worked under a functional team to manage briefings from clients and smoothly progress it through different departments.○ Performed and managed meetings and briefings in linking clientele with the respective department.○ Worked on the integration of the data from the different departments and ensuring content for them.			
Nisarg Textile Accounting Intern 1 st February 2019 – 1 st August 2019	<ul style="list-style-type: none">● Responsibilities and Impacts:<ul style="list-style-type: none">○ Managing miscellaneous expenses.○ Receiving and processing all invoices.○ Generating expense forms, bills, payment slips and receipts.○ Maintaining and updating company accounts through Tally.○ Interact on a regular basis with operation to ensure smooth functioning of the company.○ Protecting the accounting data by taking regular backups. Worked on the integration of the data from the content department and ensuring content for them.			
Asterisks Event Company Head of F&B Department April 2018	<ul style="list-style-type: none">● Responsibilities and Impacts<ul style="list-style-type: none">○ Managing food and beverages for various events.○ Generating inventory for food and beverages supply.○ Ensure the facilities are well maintained and running smoothly.○ Supervise, coordinate and schedule activities with the crew.○ Ensure all the food safety codes are maintained.			
POSITIONS HELD & PARTICIPATION				

Event	
	<ul style="list-style-type: none">Served on the position of Core Committee Member of the event – Innovision Management College Fest of the university and performed managerial responsibilities.
