

Resume

Aman Kumar

DOB- 10/04/2001

Father's Name- Bhola Vishwakarma

Mother's Name- Jyoti Devi

Address-

S/O- Bhola Vishwakarma, Behind Gurudwara,
N.T.S Barkakana (Ghutuwa), District-Ramgarh,
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Language known-

English ✓

Hindi ✓



Career Objective: -

A motivated, eager-to-learn individual with a keen interest in finance, marketing, and digital strategies, seeking to apply my skills and contribute to the growth of a dynamic organization.

EDUCATIONAL QUALIFICATION: -

<u>EDUCATION</u>	<u>SCHOOL AND COLLEGE</u>	<u>PASSING YEAR</u>	<u>SCORE/MARKS/GRADE</u>
Matriculation	Kendriya Vidyalaya Bhurkunda(C.B.S.E)	2016	7 CGPA
Intermediate (Commerce)	Kendriya Vidyalaya Barkakana(C.B.S.E)	2018	59.2%
Graduation <u>Bachelor of Business</u> <u>Administration (H)</u>	Marwari college, Ranchi (Ranchi university)	2021	<u>Honours Percentage:</u> 74.88% <u>Aggregate Percentage :</u> 67.67%
Post Graduation (Master of Business Administration- Finance & Marketing)	Institute of Management Studies, Ranchi (Ranchi university)	2024	<u>CGPA-</u> 8.11 <u>Aggregate Percentage:</u> 69.59 %

EXPERIENCE & INTERNSHIP

- Concentrix Daksh Services India Private Limited (Ranchi) as a Representative, Operations- 11th January 2022 to 31st May 2022.**
(Got exposure about how a BPO industry works and learnt skills from job like- Multitasking, Problem-solving, Communication, Time Management, Working Under Pressure, Phone etiquettes, Team work, leadership)
- Finance Internship from AFM office, CRS BARKAKANA of CCL, Ranchi- 27th June 2023 to 07th August 2023.**
(My topic was "Trend Analysis" for my summer internship project So I worked under Different departments of AFM office- like CLERICAL, DAK, CASH & TAXATION Departments which comes under control of Area Finance Manager of CCL and learnt Skills like- Data Analysis, Basics of SAP ERP Software, Analytical skills, Attention to detail, MS Excel, Budgeting, Forecasting, Meeting the deadlines, Billing & Transaction and GST Calculations)

<u>COURSES AND CERTIFICATIONS</u>	<u>POSITIONS OF RESPONSIBILITY</u>
<ol style="list-style-type: none"> 1. Employability Skill Training- Mahindra Pride Classroom. 2. Digital Marketing- Imarticus Learning Pvt Ltd. 3. Participated in NISM & Kotak Securities- "Kona Kona Shiksha" Financial Literacy Program Quiz and Scored -73.0%. 4. "Career Development Workshop & Recruitment Drive" conducted by Institute of Real Estate Education & Entrepreneurship Development, Gurugram. 	<ol style="list-style-type: none"> 1. Monitor, House & School Captain from 10th to 12th Class. 2. Represented School in Cluster level English debate (KVS) when I was in 12th Class. 3. Member of College's Cultural Department (Marwari College, Ranchi.) Presented Skit Performance on Corruption Played the role of a humorous reporter in a skit about corruption during our annual feast. 4. Leader of College placement Cell (IMS, Ranchi) and Member of University Placement cell (Ranchi University).

<u>TECHNICAL SKILLS</u>
<ol style="list-style-type: none"> 1. Microsoft Excel: Data analysis, financial modeling, and pivot tables. 2. Financial Reporting: Balance sheets, profit and loss statements, cash flow analysis. 3. Accounting Software: SAP (Basic familiarity with SAP modules such as FI (Finance), MM (Materials Management), and navigation within the SAP environment. & Invoice Processing: Hands-on experience in using SAP for invoice management and trend analysis.) 4. Google Analytics: Website traffic analysis and user behavior tracking. 5. SEO/SEM: Search Engine Optimization and Marketing strategies. 6. Content Management Systems (CMS): WordPress. 7. Digital Advertising: Google Ads, Facebook Ads Manager, LinkedIn Ads. 8. Graphic Design Tools: Canva, Adobe Photoshop and Renderforest. 9. Microsoft Office: Word, PowerPoint. 10. Collaboration Tools: Google Meet, Microsoft Teams and Zoom.

<u>SOFT SKILLS</u>
<ol style="list-style-type: none"> 1. Communication: Strong presentation skills, report writing, and client communication. 2. Problem-Solving: Ability to identify problems and find effective solutions. 3. Teamwork and Collaboration: The ability to work well with others, contributing to group tasks or projects. 4. Time Management: Prioritizing tasks, managing deadlines, and handling multiple responsibilities efficiently. 5. Adaptability and Flexibility. 6. Leadership: Ability to lead, inspire, and manage teams to achieve goals. 7. Attention to Detail: Precision in handling financial data, marketing content, or customer queries. 8. Critical Thinking: The ability to analyze situations, interpret data, and make informed decisions. 9. Project Management: Ability to plan, execute, and close projects efficiently. 10. Customer Relationship Management (CRM): Managing and nurturing relationships with clients. 11. Negotiation.

<u>HOBBIES AND INTERESTS</u>
<ol style="list-style-type: none"> 1. Share Market (Equities, F&O, IPO, MF, Gold Sovereign Bond). 2. Learning new things (Technical). 3. Reading novels (Self Help Books). 4. Anchoring. 5. Travelling. 6. Listening to music. 7. Playing virtual games.

Declaration- I hereby declare that the information stated above is true to the best of my knowledge.


Signature