

RAJAT SHARMA

Project Manager

PERSONAL PROFILE

I am an experienced project manager who is looking for a full-time job in order to enhance my skills and gain more experience and knowledge.

CONTACT DETAILS

Home: 123-456-789
Mobile: 123-456-789
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SKILLS AND ABILITIES

- Event planning
- Project management
- Strong communication and interpersonal skills
- Fast learner
- Team player
- Hard working
- Motivated and dedicated

OTHER SKILLS

I am multilingual and can speak natively in Hindi, British English, French, Spanish and German. I am also an avid reader, writer and nature photographer.

EMPLOYMENT HISTORY

Project Manager

Advitiya Construction Firm | 2015 - Present

I work closely with upper management to make sure that the scope, direction and budget of each project is on schedule and in line with the proposals.

Project Manager Intern

Svarnim Design House | 2014 - 2015

I assisted all senior consultants with project budgeting, creation and planning to ensure that the projects stayed in line with the given proposals.

ACADEMIC PROFILE

Saraswati University

AAS in Business Management, Class of 2014

- President for Saraswati University's Student Business Organisation
- Contributor for The Saraswati News
- Member of the Architecture Appreciation Society

Pragati High School

Graduated Class of 2010

Valedictorian

- President, PHS's Accounting Club
- Vice President, Digital Arts and Media Organisation
- Member, Math Team
- Member, Environmental Society