Rishabh

Mobile: 09248\*\*\*\*\*\*

Email:\*\*\*\*\*\*\*@gmail.com

Career Objective  
Seeking for opportunities and secure a position to contribute my skills effectively for the growth of the organization and my professional career.  
  
 Key Skills  
-Strong understanding of principles of business administration and their practical usage.  
-Excellent managerial qualities.  
-Understanding of IT marketing and web portal marketing.  
-Proficiency in MS office tools and web search tool.  
  
 Strength  
-Positive Attitude.  
-Confident.  
-Hardworking.  
-Innovative.  
  
 Academic Qualification  
-B.B.A from “XYZ University” with 82.5% in 20\*\*.  
-HSC from xyz school, CBSE board with 75.8% in 20\*\*.  
  
 Academic Projects Undertaken  
Project Name: “Statistical Trend in Automotive Industry in Hyderabad”  
Team size: 3  
Project description: This project was based on the study of automotive industries of Hyderabad by collecting the statistical data from the respective several industries and finding out the trends.   
  
 Internship  
  
successfully completed training with “XYZ” company from May 20\*\* to July 20\*\*.  
  
Responsibilities  
- keeping billing record- bill making  
- preparation of financial statement  
- keeping bank record  
- keeping employees record  
  
Achievements  
-Achieved NCC ‘A’ certificate.  
-Won first prize for presentation and speech in College Business Fest.  
-Achieved Best Student Award in SSC.  
  
 Extra-Curricular Activities  
-Attended workshop conducted in college.  
-Active volunteer of NSS.  
-Participated in various cultural activities.  
  
Hobbies  
-Playing guitar.  
-Travelling.  
-Listening music.  
-Net surfing.  
  
 Personal Details  
-Date of Birth: 29 Sept 19\*\*.  
-Languages known: Hindi and English.  
-Address: XYZ