

# KUNAL

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## EDUCATIONAL QUALIFICATIONS

Course	Year	College/ Institution	Result	School Rank
B. Com (Hons.)	2021- 2024	Shri Ram College of Commerce, DU	8.27	-
CBSE (Class XII)	2020-2021	Rajkiya Pratibha Vikas Vidhyalaya	94.2	Top 10
CBSE (Class X)	2018-2019	Rajkiya Pratibha Vikas Vidhyalaya	84.8	Top 20 <sup>th</sup>

## ACADEMIC ACHIEVEMENTS & CO - CURRICULAR

- Awarded by Mr. Arvind Kejriwal, the Chief Minister of Delhi for exemplary performance in **class XII CBSE Board Examination 2020-21**.
- Secured **First Division** in Class from 3<sup>rd</sup> to 8<sup>th</sup> standard in row,
- Successfully completed the **BCG Virtual Internship Program**, learned how BCG and Consultant works on project and solve complex business problems,
- **Fundamentals of Business Strategy** by Udemy, studied the 30 step process for building effective strategy for any business,
- **Fundamentals of Digital Marketing** by Google, acquired with the basic knowledge of Digital marketing and its implementation in real world.
- **Full Accounting Course** by Virtusmind Education, trained for accounting softwares such tally & busy, and Microsoft office suite,
- **Legal Awareness Course** by CDLSA, equipped with the knowledge of Laws and Legislation in India including the physical visit to certain authority premises,
- **Live Project:** Financial Modeling of Apple Inc. (under progress) , drafting and modeling financial statements while forecasting for future 5 years.

## INTERNSHIPS AND WORK EXPERIENCE

Business Coordinator, Neha Enterprises	Oct'21 – Dec'21
<ul style="list-style-type: none"> <li>• <b>Expanded</b> the business in <b>3 Cities</b> i.e. Noida, Ghaziabad and Gurugram, thereby increasing the turnover of the business by <b>20%</b>.</li> <li>• <b>Coordinated</b> and well managed the <b>staff of 20+ employees</b>, resulting in smooth and efficient functioning of the business.</li> <li>• <b>Reduced</b> the monthly cost of company by <b>10%</b>, by minimizing the wastage of resources through using the management principles of <b>FW Taylor and Henry Fayol</b>.</li> <li>• <b>Conducted 20+</b> meeting and conferences, and concluded them successfully.</li> </ul>	
Account Assistant, CA Firm	Jan'22- Mar'22
<ul style="list-style-type: none"> <li>• <b>Converted 200+</b> physical documents to Digital Form, thereby reducing the maintenance efforts and enhancing the functioning of the firm.</li> <li>• Assisted the Account Department in Tally and Busy operations, entering the financial transaction into internal database.</li> </ul>	
Associate Instructor, VirtusMind Education	July'22- Sept'22
<ul style="list-style-type: none"> <li>• <b>Educated 50+</b> students on the subject matter of Accounting Software such as Tally and Busy, and basic computer knowledge including Microsoft office.</li> <li>• <b>Counseled 10+</b> students for their career and emotional wellbeing.</li> <li>• Helped the institute by providing suggestions on the day to day problems.</li> </ul>	
Business Developer, TranCurators	Nov'22-Jan'23
<ul style="list-style-type: none"> <li>• <b>Converted 5+</b> clients after nurturing for more than a month &amp; passing through multiple funnels of the Sales process.</li> <li>• Connected with <b>500+</b> people through LinkedIn, establishing a network of <b>1000+</b>, and generated <b>20+</b> lead, contributed to the sales team by <b>20%</b>.</li> <li>• Framed <b>2 marketing strategies</b> boosting the followers on LinkedIn by <b>500 followers</b> thereby enhancing the traffic on official Landing Page.</li> <li>• Helped the HR department with their Recruitment process, bringing in <b>6</b> interns for the company.</li> </ul>	

## EXTRA CURRICULARS

- Secured **first position** in inter school competition of Painting.
- **Hosted** and helped in organizing **the Annual fest** and independence day celebration at School,
- **Facilitated** the literature and Cultural Exhibition at school Level,
- **Football** : Played and Participated in Delhi Dynamos Youth League and WYNRS football league tournaments,
- Participated in **Drug Abuse Camp** organized by government authority

## KEY SKILLS

- Technical Skills: MS Word, MS Excel, MS PowerPoint, Canva, Tally, Busy, Google business support tools, AI tools, and sound editing knowledge.
- Core skills: Research, Analytical, Problem Solving, Planning, Managerial, Sales & Business Development and others.
- Language Proficiency: English and Hindi
- Hobbies: Reading, writing and spending time in nature.