

# YOUR NAME

Phone: +91XXXXXX XXXXX | Email: [name@gmail.com](mailto:name@gmail.com) | LinkedIn Profile – ([Link](#))

## PROFILE

- Final-year Business Administration student with leadership experience in {name of org}, a globally recognized youth-led organization.
- Proven ability in project management, finance, and market expansion initiatives, backed by measurable achievements.
- Eager to apply acquired skills to a Project Management Internship role, keen on exploring and contributing to new fields.

## SKILLS

- |                         |                                |                                  |
|-------------------------|--------------------------------|----------------------------------|
| • Strategic Planning    | • Event Planning & Execution   | • Client Relationship Management |
| • Budgeting             | • Contract Management          | • Business Development           |
| • Auditing & Accounting | • Project Lifecycle Management | • Market Expansion Strategy      |
| • Market Research       | • Sales & Lead Conversion      | • Stakeholder Management         |

## EXPERIENCE

### Name of Organization

#### Position

Feb 20XX - Present

- Orchestrated strategic leadership of a team of 130+ in a youth-led organization, conducting candidate selection through personal interviews.
- Administered financial project management, including budgeting, internal auditing, and accounting initiatives, clearing a debt of X lakhs and generating revenue of X lakhs to date.
- Facilitated cross-functional collaboration with 10 departments to troubleshoot finance-related issues, enhancing overall project outcomes.
- Planned and executed a successful conference for 30+ delegates, managing project resources and leading a team of 10, to achieve a profit of X+.

### Name of Club/Society

#### Position

Feb 20XX - Present

- Managed a team of 13, executing project workflows and overseeing the signing and management of contracts with 2 new clients.
- Oversaw client relationship management with 5+ corporate clients, fostering long-term partnerships.
- Initiated 5+ international partnerships, expanding the organization's global networking capabilities.
- Streamlined project communications, enhancing team collaboration, productivity, and client satisfaction.

### Name of Club/Society

#### Position

Feb 20XX - Present

- Conducted extensive project-based market research on 400+ companies, driving business development strategy.
- Managed client acquisition project lifecycle, making over 100 cold calls and converting 10+ leads into potential business opportunities.

## EDUCATION

- Bachelor of Business Administration, Name of College, 20XX-20XX
- CBSE 12th Commerce, Name of School, 20XX-20XX

## VOLUNTEERING (OR EXTRACURRICULARS)

### Volunteer, Name of NGO

Dec 20XX - June 20XX

- Engaged in teaching underprivileged children, contributing to their educational development.
- Participated in animal rescue drives and food distribution initiatives.
- Regularly visited old-age homes, fostering community engagement.