

YOUR NAME

DOB:| E-mail: Phone:
Address:

EDUCATIONAL QUALIFICATIONS

Course (Stream)/Examination	Institution/University	Year of Passing	Performance
Master of Business Management	ABC Institute of Management (University / Affiliation)	2014	
Bachelor of Business Studies	XYZ College of ABC Studies (University / Affiliation)	2012	
Std 12th (Field)	ABC School (Board name)	2009	
Std 10th	ABC School (Board name)	2007	

INTERNSHIPS

- Yes Bank (Duration, Starting date - Ending Date)
 - (List your responsibilities in a line)
 - List your achievement / finding / value addition / felicitaion etc.
- Vista Communications (Duration, Dates)
 - Same as above
 - Same as above

Industry Project

- (Name of the company- Name of Project)
 - Research to compare the organizational cultures and presented conclusions & findings in terms of Cultural Gap Analysis, Critical Incident Analysis and Organizational Culture Analysis

PROJECTS UNDERTAKEN

- (List information about every project as concisely as possible while touching on objective of project, your role, your finding and any accolades attached.)
- FMCG Sector Analysis (Business Strategy) – Performed an in depth external and internal analysis of FMCG sector to discern its performance through tools like the PESTEL, SWOT, etc.; Internal Analysis - HUL, ITC, P & G
- Location Decisions (Production operations and Management) - Comparative analysis of the various factors taken into consideration by the two biggest coffee chains - Barista and Café Coffee Day in deciding their locations

AWARDS & ACHIEVEMENTS

- Demonstrated Inter personal and diplomatic skills in „INMUN“ (Indian Model United Nations), an annual event organized by St. Xavier’s College.
- Represented the school in Annual Youth Festival” organized by City Montessori School, Kanpur
- Awarded certificate of excellence in „National Level Science Talent Search Examination“ (NTSE) for the year 2007
- Scholarship awarded for outstanding performance in AISSE. (RIS, 2007-2009)
- Formally trained in Classical Indian Dance Kathak & won accolades in dancing competitions . Won various prizes in Inter & Intra school Art & Painting competitions
- Won II prize in Inter School Creative Writing competition organized by CRY.
- Recipient of „Excellence in Studies“ award throughout school life

POSITIONS OF RESPONSIBILITY

- Event Coordinator(XYZ Event, XYZ College, 2009-2011)
 - Responsible for overall management of the activities, organizing and scheduling of sessions
 - Strategized the overall branding & promotion approach for the event; responsible for coordinating with the sponsors & speakers
- Working Committee Member (Name of Committee, Incumbent organization)
 - Responsible for Corporate Communication
 - Coordinated the scheduling of events
- Member, Student Council (School name, year)

OTHER INTEREST & ACTIVITIES

- Community Service: Was appreciated by „Help Age India“ for creating awareness & assisting in raising funds for the elderly
 - Member of the Environment club at school. Initiated the „Plant Drive“.
- Computer Proficiency: MS Office (PowerPoint, Word, Excel & Access), Internet & basic skills in HTML and C++
- Hobbies: Dance, Reading (Autobiographies, Science fiction, fictional mythology), Marathon running (Simple hobby listing)