*Insert Passport size photo*

**Name**

**Mobile :
E-Mail :**

**PROFILE SUMMARY**

*(Briefly write about your qualification ,experience, credentials, expertise, personal values, work ethics, background, and/or anything that makes you qualified for the job.)*

* MBA (Finance & Marketing) from Tezpur University, Assam
* Well versed with the Financial Statement Analysis, Cost Accounting and Business Management
* Conversant with IT tools like TALLY 9 and MS Office (Word/Excel/PowerPoint)
* Excellent team player with strong analytical and organisational skills; ability in learning new concepts quickly, managing work pressure & communicating ideas clearly
* Six Sigma Green Belt Certification in 2021

**KEY SKILLS**

* Computerised Accounting with Tally
* Cost and Management Accounting and income tax
* Office Automation tools and MIS
* Leadership & Presentation Skills
* Computer Language C,C++

**ACADEMIC DETAILS**

|  |  |
| --- | --- |
| 2022 | MBA (Finance & Marketing ) from Tezpur University with 66.30% |
| 2020 | B.Com from Guahati Commerce College under Guahati University with 57% |
| 2017 |  12th  from Teresa Public School (C.B.S.E) with 71% |
| 2015 | 10th from Teresa Public School (C.B.S.E) with 75% |

**INTERNSHIP**

Write about any relevant training programs and internship you may have done previously. Write in reverse chronological manner. Mention name of the organization, duration and time, and a 1-2 line description of what you did during training/internship. See example below -

Organisation: State Bank of India, Guwahati

Duration: 2 months (June-July 2017)

Topic : Strategies to Tap the High Value Car Loan Market

Description: Gained experienced in understanding how to make strategies after detail analysis of the existing framework and the external factors. Examined the existing strategies of SBI to promote high value car loan market, then studied the strategies of the competitors, taken the feedback of the dealers, their expectations and suggestions and recommended the strategies accordingly.

**ACEDAMIC PROJECTS**

Write about 2-3 most relevant academic projects (either as an independent project with a professor, a live project with industry, or a significant project you may have done as part of coursework) in reverse chronological manner. Mention the title, duration & time and 1-2 line description of what you did in the project. If any research papers were published as outcome, do mention that.

**ACHIVEMENTS**

List your academic, co-curricular, and extra-curricular achievements here in bullet points (in reverse chronological order). Do not write every small thing, write stuff that matters.

Best Student of the Year in Class 12 in Public School

**EXTRA-CURICCULER ACTIVITES**

List your academic, co-curricular, and extra-curricular achievements here in bullet points (in reverse chronological order). Do not write every small thing, write stuff that matters.

|  |  |
| --- | --- |
| Date of Birth : |  |
| Father’s Name : |  |
| Address  |  |
| Languages Known : |  |

**PERSONAL DETAILS**