

## MBA FRESHER RESUME SAMPLE

### ANKIT VERMA

Mobile: +91-92xxxxxxx

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### CAREER OBJECTIVE

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding at a reputed organization so as to take responsibility and contribute significantly.

### ACADEMIC

-Pursuing M.B.A (Finance & HR) from XXXXXX Institute of Engg. & Technology, XXXXX (Affiliated to XXXXXX) & secured 73% marks till 2nd year.

-Passed B.Com from xxxxx in 2010.

-Passed 12th from xxxxx in 2007.

-Passed 10th from xxxxx in 2005.

### IT CREDENTIALS

OS:

-Windows 2000, XP, windows 7

Packages:

MS-Offices

Software:

-One year course in computer software from xxxx-TEC.

Languages / Software:

-VB, SQL, HTML

### PROFESSIONAL TRAINING

#### Project Title -"Working Capital Management".

-Project Area- Finance

-Company - "xxxxx India Ltd"

-Duration - 2 Months

### ACHIEVEMENTS

-Lead from the front in organizing several formal and informal events at graduation as well as post graduation level.

-Secured 1st Position in "Management Information System" in Seminar 2011 dated on 18th October.

-Secured 1st position in "Eye to Eye Contact" in the Event "Conoscenza" 2011

-Secured 1st position in "Corporate Walk" in the Event "Udaan" 2011

-Secured 2nd Position in "Human Resource Management" Seminar in 2011

-Organized Collage Competition in 2011 at MBA Level.

## **PERSONAL TRAITS**

- Good leadership skill to set goal, empowerment and performance evaluation.
- Strong Problem solving skills to resolve issue quickly and fairly.

## **PERSONAL VITAE**

- Father Name :
- Date of Birth :
- Languages:
- Sex:
- Hobbies :
- Address :