

Name

+91-9876xxxxxx | abc@email.com | linkedin.com/in/abc | Bengaluru, Karnataka

Career Objective

Enthusiastic and organized MBA graduate in Business Administration seeking a dynamic entry-level position to apply management principles, leadership skills, and strategic thinking. Looking to contribute to organizational effectiveness through project coordination, process optimization, and team collaboration.

Educational Qualifications

Qualification	Institute	University/Board	Year	Percentage/CGPA
MBA – Administration				
BBA				
HSC				
SSC				

Internship Experience

Management Intern

Infosys BPM, Bengaluru | Jan 2024 – Mar 2024

- Coordinated project meetings and documented progress reports.
- Assisted in process improvement initiatives across departments.
- Analyzed business workflows and suggested automation areas.

Key Skills

- Operations Management
- Project Coordination
- Strategic Planning
- MS Office (Excel, Word, PowerPoint)
- Business Communication
- Team Management
- Process Improvement
- Time Management

Certifications

- Project Management Fundamentals – Coursera
- Business Analytics for Decision Making – edX
- Effective Business Communication – LinkedIn Learning

Projects

Title: “Improving Administrative Efficiency in Educational Institutions”

Academic Project | Duration: 2 months

- Conducted research on operational challenges in admin departments.
- Recommended digital tracking and communication systems for workflow efficiency.

Extra-Curricular Activities

- Organized college-level HR summit attended by industry professionals.
- Won 2nd prize in National Case Study HR Competition.
- Volunteered as a coordinator for blood donation drive and college fest.
- Member of placement and alumni committee

Languages

- English – Fluent
- Kannada – Native
- Hindi – Proficient

References

Available on request.