

MBA Resume Format For Freshers

Your Name

Mobile no:

Email-ID

Career Objective

Associate with a progressive organization that gives me the scope to apply my knowledge and skills as well as allows involvement in a team, which dynamically works towards the growth of the organization.

Educational Qualification

- MBA Finance with XX% from B college
- B.Com with XX% from B college
- H.S.C with distinction from A university

Technical Skills

- Well versed MS Excel, MS Word, MS Access, MS PowerPoint
- Efficient in Internet and Basic Computer Applications
- Operating Systems: Windows 7/8/10

Strengths

- Sincere, hardworking and honest
- Ability to grasp new skills quickly
- Positive Attitude
- Team work skills
- Can execute a task within given time

Academic Project Undertaken

1. Company: LMO bank

Industry: Service

Project title: Auditing

Work profile:

Studying bank statement, balance sheet, auditing for 1 quarter. Preparing audit reports and analyzing the same with the seniors. Also doing regular transactions related to banking, finance activities.

2. Company: XYZ

Industry: Manufacturing

Project title: Investment planning and risk return.

Work profile:

Studying the investment structure of the company at various stages of planning at different company level. Managing the systematic and unsystematic risk and analyzing the same.

Achievements

- Participated in inter- college paper presentation on investment planning for manufacturing Industries.
- Best student of the year award during post-graduation
- Won State level badminton competition

Personal Details

Father's Name:

Mother's Name:

Date of Birth:

Gender: Female

Marital Status: Single

Nationality: Indian

Languages known: Hindi and English

Permanent Address:

Declaration:

I do hereby declare that the above information is true to the best of my knowledge. Finally, I request the concerned authorities to provide me a chance, so that I can prove the best of myself. I shall ever be thankful and grateful to you.

Name