**JALVA**

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***Professional Summary***

Keen to enter the corporate world after my Post Graduation in Business Management. Did Master’s and Bachelor’s education with a focus in finance & Investment because money has always been an interesting subject for me since I got a wallet and bank account. Part-time jobs assisted in understanding customer service and commercial awareness. Moreover, life in a multicultural place helped me in developing a strong relation throughout the world. Presently, looking for an opportunity to enhance my skills and take the firm’s economy to next level. I believe that my enthusiastic approach towards working effectively as a team will help the firm to achieve the objective with ease. Hopefully seeking welcome from Middle East & European countries.

***Education***

**Master of Business Administration**, ***Leeds Beckett University*** *(November 2016) -* ***United Kingdom***

 - Corporate finance, Investment & Fund Management

 - Business Consultancy Project on Increasing Conversion Rate

**Bachelor of Business Management**, ***Srinivas Institute of Management Studies*** *(June 2015) -* ***India***

 *-* Financial Management

 *-* Project on Customer Satisfaction

***Work History on Course***

Feb 2016 – Sept 2016 **Business Consultancy Project** – **Salonwear Direct**

* Salonwear Direct is a uniform provider for professional styles, operating online based in Leeds. Their problem was, customers visit their site and leave the site without purchasing. Therefor this project aims at helping Salonwear Direct to improve their current conversion rate of 2.3% to 5% ie, doubling the sales
* After 3 months analysis, submitted proposal about what we going to do next
* Submitted ethical form to the university
* Started with secondary data from academic books and websites
* Conducted interview with focus group of White Rose Beauty College in Leeds and had telephone interview with 200 salons across UK enquiring about buying uniform from online
* Identified key issues from primary and secondary data
* Provided recommendations to the client and they were so enthusiastic to implement the recommendations

***Work History***

Aug 2016 – Current **Team Member, KFC – Leeds Branch**

* Balancing the till end of each day
* Communicating team members about changes in products, services, pricing and policies
* Providing friendly and attentive customer service with smile
* Maintaining the cleanliness and hygiene of each working station

Dec 2015 – Aug 2016 **Customer Assistant, Aagrah Leeds City Restaurant**

* Greet and seat customers in a friendly manner
* Provided information about the menu and specials of the day
* Assisted customers in making appropriate food and drink selections
* Collaborated with fellow staff members to configure a rotational working system
* Kept the restaurant’s ambience at high levels of hygienic and aesthetic standards

***Skills*** - Gained strong communication skill by engaging with people from different

 Nations

 - Last one year in UK as a student & part time worker enhanced my analytical

 Skill

 - Excellent ability to cooperate and coordinate with team members in a project

- Being in a multicultural country, elevated interpersonal skill

- Experience working within fast paced and social environments

 - Working-level proficiency in Microsoft word

 - Basic proficiency in Microsoft Excel and PowerPoint

***Languages***  - English (fluent verbal, written, and reading language skill)

 - Hindi (fluent verbal, written, and reading language skill)

 - Malayalam (fluent verbal, written, and reading language skill)

 - Tamil (Basic verbal language skill)

***Leadership & Activities***  - Exhibition Competition Participant; National Level Youth Festival (2015)

 (As a group, exhibited a different models on evolution of commerce)

* 1st place winner; Ice breaker Competition (2014)

 (As a group, played a drama on business battles)

* Organising Team Member; National Level UG Management Fest (2014)

 (Volunteered the participants for best manager competition)

* Intercollegiate Competition Participant; Prajna Fest (2013)

 (Participated in treasure hunt competition as a pair)

* Management Trainee Participant; Big Bazar (2012)

(Participated as management trainee during six days annual sales promotion at Big Bazar)

* Management Fest Participant; Genesis (2012)

(Participated as a fresher in HR competition)

*Employability Status:* ***Indian Citizen***

*Visa Status:* ***Sponsorship required***