**Rizvi.352972@2freemail.com**

**RIZVI**

**Marital status**

SINGLE

**Date Of Birth**

28 Oct 1992





**Results-driven individual** **To associate with a progressive organization that fosters new challenges, to provide better opportunities for professional growth, and utilize my acquired knowledge, skills and abilities in achieving new heights.**

**Education**

**2016** M.B.A (FINANCE), Aligarh Muslim University

**Personal Info**

**2014** B.COM (HONS), Aligarh Muslim University

**2011** INTERMEDIATE, Aligarh Muslim University

**2008** HIGH SCHOOL, I.C.S.E

**Professional Synopsis**

**Supervisor**

**June 16 – Nov 16**

**Eater’s Choice Kabab House**

**,Aligarh, India**

**Intern,**

**June 15 – Aug’ 15**

**Bennett Coleman & Pvt. Ltd.**

**Lucknow, India**

**Additional Activities**

**Skills**

#### Winner at NTSC inter school Math Olympiad (KANPUR).

#### Organizer at cultural events and hall fest, (V.M Hall, AMU)

#### Head Organizer at Sports fest, Department of Business Admin, AMU.

#### Winner at Inter Hall table tennis competition.

**Certificates**

* Attended ‘Chintan – The Business Strategy Workshop’ at FMS, Delhi University.
* Attended workshop on ‘Entrepreneurship Orientation’ organized by National Small Industries Corporation Ltd.

**Work Experience**

 **Eater’s Choice Kabab House, Aligarh, India June’16 - Nov’16**

 **Supervisor**

Job Summary:

Assists the Restaurant Manager in directing and organizing the staff of E.C. (Eater’s

 Choice), In-Restaurant meal and our on booking catering to ensure first class service, food & beverage offerings, marketing to maximize profits and guest satisfaction.

 Essential Duties:

* Assist the Restaurant Manager in Interviewing, selecting, training, supervising, counseling and disciplining outlet staff.
* Observe performance and encourage improvement where necessary.
* Communicate with guests and employees using a positive and clear speaking voice, listen to and understand requests, respond with appropriate actions and provide accurate information.
* Remain calm and alert, especially during emergency situation and/or heavy restaurant activity, serving as a role model for the staff and other hotel employees.
* Interact positively with customers promoting hotel facilities and services. Resolve problems to the satisfaction of involved parties.
* Answer telephones in a clear voice, coordinate and reservations. Organize special events in the restaurant such as receptions, birthday parties, office parties etc.
* Move throughout the facility and kitchen areas to visually monitor and take action to ensure food quality and service standards are met.
* Verify temperatures, judge appearance and taste of products and check preparation methods to determine quality. Give guidance toward improvement and make necessary adjustments for consistency.
* Utilize computer to accurately charge customers, create forecast and revenue reports and write correspondence. Input and retrieve data and change computer procedures using complex series of keypunches to program system.
* Ensure all daily and monthly reports are detailed and submitted timely.

 **RAS Traders Pvt. Ltd., India Sep’15 - June’16**

 **Data Analyst- Part Time**

Job Description:

* Recording, interpreting, analyzing and planning the resources of various retail stores under a common head.
* Inputting sales and store data from source data (retail stores) within time limits.
* Compiling, verifying accuracy and sorting information to prepare source data.
* Reviewing data for deficiencies or errors using MS office tools majorly MS Excel.
* Auditing and correcting any compatibility and therefore checking the output.
* Interpreting the analytical data into statistical format using various bar graphs and pie charts on a monthly basis.
* Analyzing the data so interpreted and planning the amount of resources that should be bought for the ultimate consumers for the next month.

 **SUMMER INTERNSHIP June 15 – Aug’ 15**

 ***BENNETT & COLEMAN PVT LTD, THE TIMES GROUP,***

***LUCKNOW, INDIA***

Consumer Perception towards TOI newspapers in Lucknow city.

Job Description:

* Market research- **planning, implementing, analyzing and report on information that is gathered.**
* Investigating market activity.
* Analyzing, translating & presenting data and statistics.
* Evaluating past performance of a product sales.
* Assessing future trends.
* Coordinating surveys.

Achievements:

* Data collection- Quantitative, qualitative and electronic data collection
* Managing the directed team for market research and surveys.
* Interpretation of quantitated and qualitative data into the numerical formats for assessment though various scaling techniques.
* Presentation of the data and statistics and advising clients on how they can best make use of results.

 **Dissertation**

 **May 2016**

 A Financial marketing dissertation entitled -

 **“Online Banking Services in India: A Comparative Study of Public and Private Sector Banks”**

 Highlights:

The dissertation includes all the major banks in India providing e-banking services.

The study is confined to Aligarh (U.P, India) as it has the reasonable number of banks and also e-banking users. For the research both primary and secondary data had been collected.

Objective of the study:

* To study one public sector bank and one private sector bank from the e-banking perspective.
* To evaluate the respondents’ satisfaction level with the current banking facilities.
* To find the most important factor that is attracting people towards e-banking.
* To understand the benefits of e-banking as compared to traditional banking, in terms of cost, efficiency, time, secrecy, quality of service and complaint resolution.