Chirag

Email: chirag.388039@2freemail.com

**WORK EXPERIENCE**

**Pamcal Middle East – Field Executive** **Aug’18 – Oct’18**

* Responsible to complete SME verifications, loan related document verifications, Customer and Company profile validation
* Enabling smooth documentation and on-boarding of clients
* Drafting reports to the bank for customer and company profiling

**Tejuri – Department of Economic Development – Marketing Executive** **Mar’17 – Mar’18**

* Working with the online application “Hi Dubai” in the Sales and Market research team. Key activities involved promoting usage of the application and educating prospective clients about the same
* Managing customer relationships, Marketing of the application, Cold Calling
* Collecting client data and uploading it on the server

**PSCAD – Finance Consultancy and Auditing Intern** **Jun’15 – Nov’15**

* Scrutinizing daily P&L accounts of clients using Primavera software and calculating debit and credit balances
* Monitoring stock of multiple commodities and filling tax forms for individual and corporate clients

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Examination** | **University** | **Year** | **CGPA / %** |  |
|  |  |  |  |  |  |
|  | Masters of Business Administration | Manipal University, Dubai | 2016 - 2018 | 7.8 / 10 |  |
|  | (Marketing) |  |
|  |  |  |  |  |
|  | Bachelors of Business Administration | Manipal University, Dubai | 2013 - 2016 | 2.6 / 4 |  |
|  | (Finance) |  |
|  |  |  |  |  |
|  | Foundation (Technical) | Amity University, Dubai | 2012 - 2013 | 8 / 10 |  |
|  | IGCSE – O levels | Stella Maris International, Nampula, Mozambique | 2001 - 2012 | 71% |  |
|  |  |  |  |  |  |

**SKILLS AND LANGUAGES**

* **Skills**:
	+ Proficient in Microsoft Word (Certified), Excel and Powerpoint
	+ Well versed with Primavera Software
	+ Certified in a Hardware course
* **Languages**: English, Hindi, Gujarati, Portuguese

**ADDITIONAL EXPERIENCE AND ACHIEVEMENTS**

* Member of sponsorship Committee for Horizons event at Manipal University
* 1st Place at SP Jain’s Business Event, Orbis
* 2nd Place at IMT’s Business Event, Vaudeville
* Completed computer hardware course
* Completed Advanced Business Strategy course – University of Virginia
* Hobbies include football, reading, dancing and swimming