 Sharuk

Email : sharuk-394019@2freemail.com

 Career Objective

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.

 Academic Details

* **Master Of Business Administration, University Of Mysore** 68% 2017
* **Bachelor of Commerce , Kuvempu University** 76% 2015
* **P.U.C, St.Martha's Pre University College** 86% 2012
* **S.S.L.C, St.Martha's High School** 75% 2010

 Work Experience

* **Pvt.Ltd** Associate Business Manager

Nov 2017 - Jul 2019

Role :

•Assist Business Manger in developing business models and solutions according to company policies. •Support in financial planning and analyzes to meet company’s revenue goals.

•Execute business projects to meet the established requirements and timelines. •Develop business presentations for customers and management.

•Coordinating with company internal group like auditors, legal advisors and CEO •Investigate business problems, analyze root causes and provide resolutions.

•Attend team meetings to collect and convey information required for business planning. •Prepare financial records to support annual audit process.

•Manage administrative and information needs of Business Manager.

•Assist in preparing annual budget and controlling expenses within the budget.

•Ensure customer satisfaction by addressing customer inquiries and concerns in a timely fashion. •Assist in Promotion of company’s products and services to customers.

•Build positive working relationship with clients and customers for new business opportunities.

 Project Details

Study on sales,marketing strategy and business models adopted by Toyota Motors

Period : 3 Months Team Size: 5

Role : Sales Officer

Analysis and brief study on Working capital management adopted by ICICI bank

Period : 2 Months Team Size: 4

Role : Financial Analyst

 Field of Interest

* Financial Analyst
* Business Operations
* Accounts
* Data Analysis
* Sales and Marketing

 Skills

* Data Analysis
* Multi Tasking
* Team Handling
* Product Development
* Business Development

 Industrial Exposure

**Industrial Visit at:**

* Amalgamated Bean Coffee Curing Ltd.
* Karnataka Fisheries Development Corporation Ltd.

**Implant Training at:**

* Nandi Toyota Motors Pvt.Ltd
* Bro4u Online Services Pvt.Ltd

 Achievements

* State Level Shuttle Badminton Championship 2012
* Topper in PUC commerce Batch 2012
* Best Performer of the Month 2018

 Curricular Activities

**Extra-Curricular**

* Charity and Fundraising
* Blood Donation Camp
* Student Governance

 Strength

* Quick learner
* Flexibility
* Decision Making
* Adaptability
* Multi tasking

 Hobbies

* Sports
* Travelling
* Socialising
* Painting

 Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place : Bangalore

(Sharuk)