**Apoorva Alvandhar**8179138560 apoorvaalvandhar0253@gmail.com

# Career Objective

To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.

# Education

|  |  |
| --- | --- |
| **ITM**Post Graduate Diploma and Management **Chaitanya Degree College** |  Perusing |
| Bachelor of Business Administration | Graduated ,2019  |

81.00%

|  |  |
| --- | --- |
| **SR Junior Colleges** 2016Intermediate 85.00%   |   |
| **Golden Threshold High School**   |   |
| High School 201477.00%  |   |

# NGO Project:

**NAIMANZIL**

**(Skill Development for Minority Women’s)**

* Experienced real time experience in the NGO
* Learnt managing the time and how NGO works
* Met with many Women’s who have gone training through this institution
* I have learnt from that women can be educated at any age.

# Learnings:

 **PABBAS Pvt Ltd**

 **Role:**

* Worked with Digital Sales, Content writer and Accountant.

**Learnings:**

* Learned how to communicate with clients and improved my writing skills by updating the content of an App.
* Performed various accountings methods
* Increased ability by working with the company accounting operations.

**Achievements:**

* Upgraded my communication Skill
* Known various aspects in dealing with many strategies in both marketing and Finance.
* Had a knowledge about the marketing conditions and day-to-day operation Systems.

 **Vardhan Consulting Services (VCE)**

* Learned things about financial modelling independently
* Tasks made to know how will the corporate works
* Learned how to analyze the problems and flexible working hours in corporate point of view

|  |  |
| --- | --- |
|  Key Personal Skills  |  |
| * Ready to learn and work on different technologies.
* Diligent and accurate worker.
* Good communication skills both written and verbal and bilingual too.
* Ability to work well under pressure within a team and as an individual.

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|  |  |

# Personal Details

* **Date of Birth:** June 18 1998.
* **Permanent address:** Flat N0: 502, Vijaya Towers, Chowrastha, Warangal, 506002. TS
* **Languages known:** English, Hindi, Telugu and Kannada.

# Declaration

I the undersigned declares that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience and me.

 Date: Apoorva Alvandhar