

AMUL PRAJAPATI

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Objective

I am a recent business graduate and looking to construct my career as a respected team member of a professional organization contributing to its progress, as well as expand my knowledge and discover new areas.



Academic Info

Bachelor's of Business Administration
Jagran Lakecity University

7.7 CGPA
2020

Higher Secondary Certificate (HSC)
Kendriya Vidyalaya No.1 Army Jodhpur

64%
2017

Senior Secondary Certificate (SSC)
Kendriya Vidyalaya No.1 Army Jodhpur

8.4 CGPA
2015



Work Experience

Anbac Skills



June 2019 - July 2019

Designation: Finance Executive

Role: Analyzing Investing Tools, Personal Finance, Worked on final accounts, Risk analysis.

Amrit Consultancy



July 2021 - Nov 2021

Designation: Accounting Executive

Role: Worked on ERP tools (Tally 9), Preparing Bank statements Etc.

GRIP at Spark Foundation



Dec 2020 - Jan 2021

Designation: Talent Aquisition (HR)

Role: Updating internal Database, Screening Resume, Scheduling Interviews, worked on excel sheet and Keka Software.



Hard Skills

- MS Excel
- Tally ERP9
- SEO (Search Engine Optimization)
- Internet Recruiting
- Fundamental analysis (Stock Market)
- Canva

Soft Skills

- Time Management
- Personal communication
- Emotional Intelligence
- Critical Thinking
- Team Work

Certifications

- Digital Marketing (Google)
- Digital Marketing (UpGrad)
- Startup India Learning (Startup)
- Management Essential (Udemy)
- Technical Analysis (Varsity) (Stock Market)

Achievement

- Rank Holder, Topper of BBA Batch
- Maintained Overall CGPA of 7.7

Field of Interest

- Team and Individual Sport
- Artificial Intelligence
- Stock Trading
- Travelling
- Learning a new skill