**CURRICULAM VITAE**

**Raman Parmar**

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**Carrier Objective**:

* To be a part of growth oriented organization where acquired management skills and education will be enhanced while attaining company’s goals with personal growth and advancement.

**Professional Qualification:**

* MBA in Finance & Marketing from Royal College of Technology Affiliated by   
  Devi Ahiliya Vishvavidhyalaya Indore with 62% in 2014.

**Academic Details:**

* Graduation in BBA( Bachelor of Business Administration), From Cloth market institute of professional studies Affiliated by Devi Ahiliya Vishvavidhyalaya, Indore with 60% in 2011
* Higher Secondary from Shri Clothmarket Vaishnav Higher Secondary School, Indore with 65% in 2007.
* High School from Shri Clothmarket Vaishnav Higher Secondary School, Indore with 60% in 2005

**Working Experience**:

* **Rediff Computers, Indore**
* Experience : 3 Years 5 Months (July 2007 to Dec. 2010)
* Designation : Computer Operator
* Job Profile & Responsibilities: Working Ms. Word, Excel Applications, Manage Data & Administrative Work.
* **Body Crush Fitness Center, Indore**
* Experience : 2 Years (June 2011 to June 2013)
* Designation : Front Office Executive
* Job profile : Performing day to day administrative task
* Making decision and solving problems
* Development and motivated the team
* Handling complains
* Establishing and maintaining public relations
* **3M Teams Pvt. Ltd, Indore**
* Experience : 6 Months (August 2013 to January 2014)
* Designation : Business Analyst
* Job Profile : Responsible for business development
* Acquisition and retention of clients
* Understanding clients needs
* Achieve sales targets
* Follow-up and close the deal
* **Bajaj Corporation, Indore**
* Experience : Working since last 6 Years 3 Month **(March 2014 to till date)**
* Designation : Office Assistant cum Accountant
* Job Profile : Banking
* Accounting
* Working Office Automation, Mailing & Browsing
* Manage Data & Record
* Administrative Work
* **7OX Junior Wings, Indore (Part Time)**
* Experience : 4 Years (August 2015 - August 2019)
* Designation : Finance Advisor cum Accountant
* Job Profile : Investment management
* Working Office Automation, Mailing & Browsing
* Manage Data & Record

**Computer Proficiency:**

Basic Computer, Ms. Office & Internet Awareness

Financial Accounting Tally

**Skills:**

Positive Attitude

Co- Operative Nature

Adaptability as per working environment

**Hobbies:**

Listening to music

**Language Skills:**

English & Hindi

**Personal Profile:**

Father’s name: Mr. Satyanarayan Parmar Father’s Occupation: Business Date of Birth: 15 Mar 1990 Sex: Male Marital Status: Married Nationality : Indian

**Declaration:**

I hereby declare that above mentioned details are correct and complete to the best of my knowledge.

Date:

Place: **Raman Parmar**