**Simple Management Resume**

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| **Your Name** 1223, X Street, Y Avenue,Place, SC-29442(123) 456-7890xxxx@email.com **Objective :** To start my management career by joining a well settled and highly professional organization and grab good career advancement through large efforts and innovative work techniques **Professional Qualifications:** * Extremely bright academic records with absolute performance consistency
* Thorough understanding of the fundamental principles of business administration and their practical usage
* Highly organized thought process and well structured problem dealing attitude with an edge of innovativeness
* Profound managerial qualities and skills to handle multiple teams simultaneously
* Ability to handle both, the internal activities of an organization as well as the external dealings with customers, vendors, government bodies, etc.
* Uncommon command over spoken and written English
* Very strong in handling the MS office tools and web search tools

**Academic Education:** * Graduated in Business Administration from Costal Carolina University, Georgetown, SC (2006)
* Completed post graduation in Business Administration from Costal Carolina University, Georgetown, SC (2008)

**Academic Projects Undertaken:** * "Unconventional Statistical Trends in Automotive Industry in Carolina ", this was my post graduation project and was aimed at collecting statistical data for eminent automotive companies in Carolina (S & N) and finding trends by unconventional methods

**Extra Curricular Activities:** * Participated in the National chess competition organized at Georgetown in 2007 and secured the second position

**Interests and Hobbies:** * Traveling
* Playing guitar
* listening to music of all genres
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