**Ankita Jain**

1, M. G. Road, Kolkata 700001 ● +91 98 000 000 00 ● aj@gmail.com

**Profile Summary:**

A self-motivated, commerce professional willing to take on new challenges with creativity and enthusiasm seeking internship opportunities with a management consultancy firm.

**Education:**

**B.Com (Hons)**

Bhawanipur Education Society College (University of Calcutta) 2016 65%

**Class XII**  2016 92%

The ABC School (WBCHSE)

**Class X**  2014 94%

The DEF School (WBBSE)

**Certificate in Soft Skills**  2016 Completed

Omnifin Solutions

**Work Experience:**

Intern | Omnifin Solutions P Ltd (May 2016 – Aug 2016)

4-month internship with management consultancy firm supporting small businesses with guidance on business management and report writing.

* **Client Engagement:** Worked with clients and provided general support under direct supervision of Manager. Managed client files and followed up key actions.
* **Business Administration:** Assisted with general business administration tasks including responding to incoming enquiries and preparing proposals for clients.
* **Report Development:** Prepared reports following customer site visits and meetings. Accurately reported outcome of meetings while identifying tasks and activities that required follow up by client or consultant.
* **Research:** Undertook extensive research to develop an understanding of various legislation and regulations relevant to clients' requirements. Collated research into client files and firm's information library.
* **Social media Management:** Managed the company’s social media account (Facebook and Twitter) and contributed towards paid advertising by writing professional articles and boosting posts.

**Academic Achievements**

* School topper scorer in Mathematics in Class X (2014)
* Distinction in Mathematics at International Assessments in Schools organised by University of New South wales
* 2011: Commendation: “Highest Academic Achievement” in Statistics

**Extra-Curricular Activities:**

* Member of western dance troupe at Interface - inter-school fest organised by The BSS School (2016)
* Year Book Committee: created the senior class year book (2011)
* Participated in Inter-school sports and won Silver medal in sprint race

**Interests and Skills**

* Reading Fiction
* Networking (Online and Offline)
* MS Office (PowerPoint, Excel and Word)

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