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SAMPLE RESUME FOR MBA STUDENTS

NITISH SHAH

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- EDUCATION: **BARUCH COLLEGE** **New York, NY**
Master of Business Administration **June 2006**
Major in Accounting
- HR COLLEGE** **Mumbai, India**
Bachelor of Commerce **August 2004**
Major in Business Management
- EXPERIENCE: **HINDUSTAN LEVER CONSULTANTS** **Udaipur, India**
Partner/CFO **March 2010 - present**
- Prepared and maintained financial statements and balance sheet and budgeted fund for growth activity
 - Computed financial viability of entire project, including profit forecast, investment and returns and developed and implemented annual business plan
 - Analyzed Indian tax code system to minimize income tax payable by the company
 - Developed advertising strategies to attract students and increased client base from 40 in the first year to 350 in the 2nd year, capturing 30% of the market share in two years and making it the largest educational consulting company in Udaipur
 - Increased firms revenue from \$16,000 in the first year to \$140,000 in the second year
 - Monitored client payments for the educational center and recorded daily cash inflow and outflow
 - Contributed to growth of organization by extending franchise opportunities to various individuals
 - Computerized center and enabled it to function independently without daily supervision from managers
- JOHNSON & JOHNSON** **Mumbai, India**
Research Analyst **September 2008 - February 2010**
- Led group of 6 people in charge of advertising and marketing, for one of the Company's leading products
 - Increased market share by 14% in year 2001-2002 by developing strong advertising and promotional strategies, making the product a leader in its segment
 - Formulated marketing strategies to sustain and increase products' market share and popularity by supervising research teams and coordinating product launches in cities
 - Officiated problem-solving meetings within team to enhance productivity and facilitate smooth operations
 - Negotiated with advertising agencies and television companies to obtain most lucrative advertising contract
- Assistant Analyst* **July 2006 - August 2008**
- Researched companies to increase customer base and developed financial analysis to study future trends in retail and wholesale markets in order to penetrate existing markets with the Company's leading products
 - Worked on team of 8 people, conducting research and analyzing changing consumer needs and preferences
- ADDITIONAL:
- **Computer Skills:** Proficient in MS Office XP, Excel, PowerPoint, Bloomberg, Outlook, and DOS
 - **Clubs:** 'American Accounting Association', 'Accounting Society' and 'Finance & Investment Club'
 - **Language Skills:** Fluent in English, Hindi and Gujarati