**Simple Management Resume**

|  |
| --- |
| **Your Name**  1223, X Street, Y Avenue, Place, SC-29442 (123) 456-7890 xxxx@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 |