



Rahul Apt, B-202, Opp Pawar Public School, Saibaba Nagar, Kandivali (W)

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Career Objective: I am a BBA(Honours) graduate In Business Administration with a strong understanding of accounting, financial analysis, and business management. Seeking to apply my academic knowledge in a dynamic organization, gain hands-on experience, and contribute to team success while enhancing my professional skills.

Education:

Post Graduate Diploma in Management (2024-26 Batch) – Pursuing

MKES Institute of Management Studies & Research, Mumbai

Specialisation: Finance

AICTE Approved 2-year Full Time programme

Bachelor of Commerce (BBA Honours) - CGPA: 7.75 CGPA

MKES Khandwala College through Future Varsity, Mumbai (May 2024)

- **Relevant Coursework:** Taxation, Marketing, Financial Analysis, Digital Marketing.

Higher Secondary Education (12th) - Percentage: 73%

Jiten Mody Junior College Mumbai (April 2021)

Secondary School Education (10th) - Percentage: 63%

Dr Sarvapalli Radha Krishnan Vidyalaya (Borivali), Mumbai (May 2019)

Skills:

- **Technical Skills:** Excel, Corel Draw.
- **Soft Skills:** Team Work, Learning Agility, Time Management, Communication Skills – Verbal & Written, Active Listener.
- **Languages:** English, Hindi, Gujarati, Marathi

Internship :

- **HITESH ENGINEERING INDUSTRIES**
- **Duration:** MAY 25 to JUNE 25
- **Operational Management**
- **Title :** Analysis of Operational Management

Work Experience:

HITESH ENGINEERING INDUSTRIES

Duration: January 2024 to June 2024

Assistant Financial Management

To maintain records regarding the financial entries of sale and purchase. Managing the entries for the same. Handling Clients demands and maintaining records of financial entries.

Academic Projects

S.H.A.R.E. Project

Vinova Asharam (Vadodra)

25th November, 2024 To 7th December, 2024

S.H.A.R.E.

Socially – Aware Humanitarian Action for a Responsible Enterprise

As part of the S.H.A.R.E. initiative, we spent 14 days with NGOs, experiencing life without daily luxuries and addressing real-world challenges. We explored ongoing projects like creating a financial manual, marketing manual and understanding the HR role, compiled a report, and prepared a presentation on our observations. This transformative experience deepened my understanding of financial issues and emphasized the value of Financial records.

Certification

- **NISM VA : Mutual fund**
- **Harward Certification : Finance & Marketing**

Extracurricular Activities:

- **Management Premier League (MPL)**

Our batch organized an event titled **Management Premier League**; I managed my team as a Captain of the MPL team where we were divided into five teams. Each team was tasked with conducting a Corporate Social Responsibility (CSR) activity, performing a skit with a meaningful message, and participating in a management game. The team that excelled across all activities was awarded the trophy. As a Captain, I secured 2nd position with my team. Also by creating a legacy for the future students of the college.

- **Job Fair**

We organized a **Job Fair** for graduate students who completed their studies in the years 2021, 2022, 2023, and 2024 as a coordinator of the management committee. The event saw participation from over 40 companies, which conducted interviews and recruited students who met the required qualifications. I volunteered this event, and it was efficiently managed, resulting in a highly successful outcome.