

Aakanksha Sharma

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aakanksha.sharma.30@gmail.com

Date of Birth: 30th Dec., 1989

ACADEMIC QUALIFICATIONS

Qualification	Name of the Institution	Year
Post Graduate Programme in Business Administration	Indo-German Training Centre, Bangalore	Pursuing Batch 2010 – 2012
Bachelor of Science(B.Sc.)	Vijaya Degree College	2007-2010 – 73%
12 th Std. (CBSE)	MGD Girls' School	2007 - 75%
10 th Std. (CBSE)	MGD Girls' School	2005 - 82%

ADDITIONAL QUALIFICATIONS

Submitted a paper on “Cross culture issues at modern workplace in Indo German context”. Also invited to make the paper presentation in National Conference on “HR at Modern Workplace” organised by SDM Institute for Management Development at Mysore.

COMPUTER SKILLS

Proficiency in working on MS office, Word, Excel, Power-point.

SOFT SKILLS

- Good Communication, Analytical, Presentation and Leadership skills
- Focused Approach and balanced personality

PROJECTS: CORPORATE INTERFACE

I have undergone 3 internships with Bosch in the last 1 year :

1ST PHASE INTERNSHIP:

- **JAN-FEB 2011:** Worked in “Corporate Finance Department” of Bosch Limited on

“Analysis of Long-Term Investments”. The project included research on the long term investment of different industries with a comparison on Bosch to allocate them according to the Asset Allocation Model adapted by Bosch. I also proposed to the company investment pattern to be adopted for best results of Bosch.

- During the same period, studied and worked on another Project **Analysis of Bank Charges from 2007-2010**.

2ND PHASE INTERNSHIP:

JUN-JULY 2011: I did my internship on **“DEPLOYMENT OF BUSINESS EXCELLENCE” (DBE)** department (Business Excellence model adopted from EFQM). The project study was on developing the **“Process Management Manual”** in order to standardize the process mapping and turtle diagram of processes which are going on in an organization in different departments.

I also did documentation work which is done for the assessment for the effectiveness and efficiency of processes (Such as: CII-EXIM Bank, IMEA {India Manufacturing Excellence Award}, and Internal Assessment).

3RD PHASE INTERNSHIP:

NOV-DEC 2011: The latest internship is in **“Corporate Human Resources”** department of Bosch Limited. I have been assigned the responsibility of working on **Personnel Marketing** on the theme **“Attracting Talents”**.

The activities which I have been handling are :

- The joining of trainees (Graduate Apprentices) and the formalities related to it.
- I am also supporting in campus recruitment of technical graduate trainees ~ 60 personnel.

In addition to the above the projects are on :

- Mapping all HR processes in the format of turtle diagram of process mapping.
- Revision of transfer policy (in order to finalise a relocation agency and revision of relocation expenses including rental rates of accommodation) pan India.

In addition to above I have supported in routine activities such as :

- Updating of organization chart of Corporate and all the manufacturing plants of the company having 5 locations.
- Issuance of letters revising CTC for all the trainees working in Bangalore location.
- Supported in all India recruitment for exclusive recruitment for Women Employees in technical positions in the middle management cadre.

CO-CURRICULAR ACTIVITIES / ACHIEVEMENTS

Participated in co-curricular activities including Quiz, Elocution, etc. both at School as well as College level.

Have been good in academics both in graduation and post-graduation.

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Date of Birth: 18th Feb 1986

ACADEMIC QUALIFICATIONS

Qualification	Name of the Institution	Year
Post Graduate Program in Business Administration	Indo-German Training Centre, Bangalore	Pursuing Batch 2010 – 2012
B-Tech	Inderprastha Engg. College, Ghaziabad	2009
12 th	Woodbine Gardenia School, Kanpur	2004
10 th	Methodist High School, Kanpur	2002

ADDITIONAL QUALIFICATIONS

Goethe-Zertifikat Start Deutsche 1 from Max Mueller Bhavan, Bangalore

COMPUTER SKILLS

- Package: MS Office

SOFT SKILLS

- Strong Presentation skills
- Good command over English
- Strong analytical abilities

WORK EXPERIENCE

Company: U.V.G Filter Sales Corporation

Duration: 12 months

Designation: Junior Engineer

Profile: Installation and maintenance of generator sets, also involved in routing of technicians in an optimized manner so as to bring down the cost incurred on logistics and transport.

PROJECTS: CORPORATE INTERFACE

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Leitz Tooling Systems India Pvt. Ltd.:

(Jan 2011 - Feb 2011)

- Undertaken and completed a project using marginal costing method.
- Found out the average contribution for traded and manufactured tools as per ID numbers.

TUV Rheinland India Pvt. Ltd.:

(June 2011 – July 2011)

- Project on **ISO 27001**
Marketing research project on companies in Banking, Research and development and IT located mainly in the tier 2 cities, to create and implement feasibility on their requirement of the certification.
- Project on **Green Data Centre**
Created a study for the company by analyzing Data Centre all over India, their structure and functioning in order to provide relevant information to the company for its further action.
- Created a customer tracking directory so as to make it easier to approach the prospective client.
- A study on the forthcoming exhibitions in Bangalore and creation of a business proposal for participation at relevant exhibitions.

Tantia Raxaultollway Pvt. Ltd.

(Nov 2011 – Dec 2011)

- Project on Rupee Term loan.
- Banking Operations

CO-CURRICULAR ACTIVITIES / ACHIEVEMENTS

- Lead the team which was adjudged the second best in seminar presentation in Marketing Management
- Presented a technical paper on Space Elevators
- Represented the college in national level football tournament
- Finalist in intra-college table tennis tournament
- Reading novels
- Travelling to new locations

Aniruddha Guruprasad

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Road, Devasandra, Bangalore-560054

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aniruddha.guruprasad@hotmail.com

Date of Birth: 26th Sept. 1987

ACADEMIC QUALIFICATIONS

Qualification	Name of the Institution	Year
Post Graduate Programme in Business Administration	Indo-German Training Centre, Bangalore	Pursuing Batch 2010 – 2012
B.Com (Finance)	Presidency College, Bangalore University	2005-2008 – 60%
P.U.C (12 th)	K.V.T Vidyakiran PU College	2003-2005 – 72%
10 th STD	Kendriya Vidyalaya 2, Jalahalli, Bangalore (C.B.S.E)	2002-2003 – 74%

ADDITIONAL QUALIFICATIONS

German Language A1

COMPUTER SKILLS

MS Office

SOFT SKILLS

PROJECTS: CORPORATE INTERFACE

Work Experience

Company: Metro Cash & Carry India Pvt Ltd.

Duration: 24 Months

Designation: Sr. Supervisor BWST

Profile: Assistant to the DM for the beverages, wines, spirits and tobacco dept.

KRA included:

1. Sales.

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2. Inventory Control and Shrinkage Control.
3. Man Management.
4. Taking Care of Liquor Licenses and excise regulations.
5. Ordering and Re-ordering.
6. Customer Service.

Training/Internship

Trained/Interned at Mann + Hummel India Pvt Ltd for a period of 4 months wherein,

1. January- February 2011 was at the production plant at TUMKUR, understanding the production methods. Also worked on the **KANBAN** system of inventory for a particular unit.
2. **June-July 2011**, with the aftermarket sales team, worked on a total of **THREE** projects which are
 - a. **Competitor analysis of Various Filters available in Bangalore**
 - i. This project was done by way of a survey conducted by me. The idea of this project was to know what are the different brands available in the market which are competing with Mann Filters and also what rates these filters are being supplied to the distributors.
 - b. **New Market Opportunities**
 - i. The main intention of this project was to find out new opportunities and untapped potential market.
 - c. **European Car Filter Market**
 - i. Conducted a survey on a total of 40 multi brand service centers across Bangalore to explore the possibility of direct delivery system and also to widen the sales team's scope/area.
3. **Nov-Dec 2011, RBEI/BSS**
 - a. Worked on a total of 2 projects:
 - i. Sub Contract Tracker Management

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1. Tracking the Contract Start and End dates of subcontracted employees to ensure the smooth functioning of the process
- ii. New Joinee Kit
 1. Created a small handout which introduces RBEI/BSS to a new employee in a simple way.

CO-CURRICULAR ACTIVITIES / ACHIEVEMENTS

- Was part of College Cricket Team
- Headed the management club in college
- Won the Best Student award in leadership skills for the year 2005-2008

Interests

- Outdoor Sports, Music and Visual Art.

Karan.Hegde

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Date of Birth: 08-05-1989

ACADEMIC QUALIFICATIONS

Qualification	Name of the Institution	Year
Post Graduate Programme in Business Administration	Indo-German Training Centre, Bangalore	Pursuing Batch 2010 – 2012
Bachelor of Business Management	Centre for Management Studies	2007 - 2010
PUC	Jain College,J.C Road	2005-2007
10 th ICSE	Bishop Cottons Boys School Bangalore	2005

ADDITIONAL QUALIFICATIONS

- 1) Problem solving skills
- 2) Analytical Skills

COMPUTER SKILLS

- 1) Ms.Windows
- 2) Ms.Word

SOFT SKILLS

1. Good Communication
2. Presentation skill
3. Cooperation

PROJECTS: CORPORATE INTERFACE

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G. W. Precision tools India Pvt. Ltd., Bangalore

1. To gather data required to building an ERP Interface
2. Attended “**Imtex**” trade fare at Bangalore
3. Took record of the availability of stock for each tool
4. Provide tool information to the engineers and production department
5. Business Enhancement module for “Shakthi Precision”

Way2Wealth,Bangalore.

- 1) To study the Indian Money Market Operations
- 2) To study the India Mutual Fund Industry

CO-CURRICULAR ACTIVITES / ACHIEVEMENTS

1. Attended Entrepreneurship Development Programs by EDI
2. Participation in indoor games, Chess
3. Reading newspaper
4. Watching Business News
5. Stock Market, Money Market and Forex Market Investing.

Karthik R Iyer

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Chembur, Mumbai - 400089

ACADEMIC QUALIFICATIONS

Qualification	Name of the Institution	Year
Post Graduate Program in Business Administration	Indo-German Training Centre, Bangalore	Pursuing Batch 2010 – 2012
MCA	SIESCOMS (Mumbai University)	2004 – 64%
B.Com	R.A.Podar College, Mumbai	2001 – 68%
12 th	R.A.Podar College, Mumbai	1998 – 69%
10 th	General Education Academy, Mumbai	1996 – 81%

ADDITIONAL QUALIFICATIONS

German Level 1 from Max Mueller Bhavan, Bangalore

COMPUTER SKILLS

- Lifeasia
- Black Box Testing

SOFT SKILLS

- Good Analytical abilities
- Good Presentation skills
- Ability to work under pressure under tight timelines.
- Team Worker

WORK EXPERIENCE

Company: Kotak Mahindra Life Insurance

Duration: 2.5 yrs

Designation: Junior Executive

Profile: Software Testing in Lifeasia.

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- Co-ordinating with all departments for setting up of new products in the system and enhancing new features to existing products.
- Interacting with team members to ensure smooth progress of project work.
- Interacting with other teams to get production issues resolved.
- Reviewing the functional requirement documents.
- Conducting analysis of reported issues and providing solutions therein.
- Managing a team of five people.
- Giving training to new recruits.

Company: Future Generali Life Insurance

Duration: 1.5 yrs

Designation: Senior Executive

Profile: Same as Above

PROJECTS: CORPORATE INTERFACE

Leitz Tooling Systems India Pvt. Ltd.:

Phase I : - Jan 2011 - Feb 2011

Project Title : Conception of Thrift Fund for employees.

Employees were having mediclaim facility which was proving insufficient in case of accidents & emergencies. So my project was to envisage a creation of special thrift fund for employees which could be used in case of accident & medical emergencies.

Phase II : - Jun 2011 – Jul 2011

Project Title : Preparation of Office Manual & Sales Analysis.

Company had office manual which was old & outdated. So my project was to create a new office manual incorporating the new practice & procedures being followed in the company.

I also did Sales Analysis Zonewise, Categorywise, Toolwise & Areawise of company's products with the past two years sales data.

Phase III : - Nov 2011 – Till Date

Project Title : Development of Company Website & Materials Management.

Company's website has become old & outdated. So my project is to research various B2B website and give suggestions for improving the website of the company.

Second project is to determine the inventory level for all products of the company including EOQ, Re-Order point, Safety Stock, etc.

CO-CURRICULAR ACTIVITIES / ACHIEVEMENTS

- Represented Degree College in Inter-Collegiate Water-polo tournament.
- Part of the team that was adjudged the second best in seminar presentation in Marketing Management.
- Was part of various Forums & Associations in Degree College.

Manjunath Shunmugam

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Maruthi Sevanagar, 2nd crossE-mail: msmanjushan@gmail.comDate of Birth: 21st September 1987**ACADEMIC QUALIFICATIONS**

Qualification	Name of the Institution	Year
Post Graduate Programme in Business Administration	Indo-German Training Centre, Bangalore	Pursuing Batch 2010 – 2012
B.E(Mechanical)	Shirdi sai engineering college(V.T.U)	Batch 2005-2009
P.U.C	East Point P.U college	Batch2003-2005
I.C.S.E	St John's high school	Batch2002-2003

ADDITIONAL QUALIFICATIONS

- Underwent two weeks implant training at Hindustan Aeronautics Limited in January-February 2008
- Underwent apprenticeship training at Hindustan Aeronautics limited for a period of 11.5 months from August 2009 to August 2010
- Underwent basics of computer training

COMPUTER SKILLS

- Catia V5
- AutoCAD 2005
- MS office

SOFT SKILLS

- Good listening skills
- Good presentation skills
- Excellent command over English
- Adaptable
- Good communication

PROJECTS: CORPORATE INTERFACE

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EFD Induction

(Jan 2011-Feb 2011)

- Project flow and role of each department at EFD Induction

I had to study how a project takes its shape right from the time when its enquiry is generated till the machine is despatched. I also studied what the role of each department was

- Creation of customer data base

I collected details about all the customers of EFD Induction from various sources available in the company and created a customer database

(June 2011-July2011)

- Market Research for one of our new market

I did a market research to find out what the scope was for one of our new product throughout Asia

- Restructuring of Marketing, sales and service department

Participated and assisted head of marketing and sales department while restructuring marketing, sales and service department

(Nov 2011-Dec 2011)

- Business plan for establishing a separate SBU for one of our product

I am currently preparing a complete business plan for establishing a separate SBU for one of our product. This report will sent to Norway for approval

CO-CURRICULAR ACTIVITES / ACHIEVEMENTS

- Conducted classes at industrial training institute of HAL on heat treatment of metals and alloys. I conducted classes for eight batches of students
- Stood first twice for whole college and once for department in aptitude tests conducted for placements
- Did a project on "Vibration analysis of a rocket fin" in Engineering which was later applauded by chairman of NAL.It was also applauded by MVJ college of engineering and Dayanand sugar college
- Has conducted cricket tournaments and a couple of talent programmes in our area
- Chatting in internet
- Participated in "IGNITE" programme conducted at SSEC
- Participated in a couple of mad acts and skits conducted in my engineering college

➤ Watching news

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Date of Birth:11th April 1984

ACADEMIC QUALIFICATIONS

Qualification	Name of the Institution	Year
Post Graduate Programme in Business Administration	Indo-German Training Centre, Bangalore	Pursuing Batch 2010 – 2012
B.E(Mechanical)	M.V.Jayraman College of Engineering (V.T.U)	Batch 2010
P.U.C	S.M.G Jain P.U college	Batch 2003
C.B.S.E	K.V.MEG & Centre	Batch 2000

ADDITIONAL QUALIFICATIONS

- Goethe-Zertifikat Start Deutsche 1 from Max Mueller Bhavan, Bangalore

COMPUTER SKILLS

- Catia V5
- AutoCAD 2011
- MS office

SOFT SKILLS

- Good listening skills
- Good presentation skills
- Adopt creative approach to problem solving through use of excellent analytical skills
- Good interpersonal and technical skills.
- Ability to adapt to new people and environment.

PROJECTS: CORPORATE INTERFACE

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Rittal India (www.rittal-india.com)

(Jan 2011-Feb 2011)

- **Research and Analysis of industrial enclosures cooling systems in Indian market:**
Carried out market research for new industry applications, product mapping, segmentation, competitor segmentation analysis in Indian market.
- **IMTEX event management**
Tasks were carried out for product mapping, creating data base of customer and event feedback.
- **Costing of SBU'S**
Was part of a costing team, involved in making costing for special products of various SBU.
- **Quality Analysis**
Assisted in study auditing of cooling system's quality costing.
- **Process Mapping**
Carried out detailed study and prepared work flow chart. Provided suggestion to fill the gaps.

(JUNE 2011-JULY 2011)

- **In-depth & Detailed IT SBU data base analysis**
Performed detailed analysis of IT SBU's industry sector and gave input to marketing on current industries targeted and potential in every industry. And prepared report on key customers based on zones.

(NOV 2011-DEC 2011)

- **In-lining Indian product parts with international sourcing categories**
Carried out categorizing of all parts that goes into final product in different material group with respect to purchase group & prepared spend analysis on each commodity group.
- **Localization of product parts.**
Assisting sourcing team in finding product parts for localization, finding new supplier and negotiating the price for strategic sourcing.

CO-CURRICULAR ACTIVITIES / ACHIEVEMENTS

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- Member of Placement Team for the batch of 2010-2012 at IGTC.
- Adjudged the best team man for Seminar Presentation in Industrial marketing Class of 2011
- Adjudged the second best team man for Seminar Presentation in Marketing Management Class of 2010.
- Coordinating Core Member Organizing, Marketing & Media Planning Team of Matrix'06 & 07, organized at MVJCE.
- Core Member in Event Management Team Swayam'07 organized at MVJCE.
- Was team leader for the group involved in fabrication activity of a project titled "GYM POWER GENERATION " in Engineering class of 2010
- Participated in Inter House Competitive Sports Programme.
- Was member of college team in cricket & hockey
- Was member of school team in cricket & hockey
- Completed NCC's certificate of A & B level.
- Love travelling, cooking, gardening, listening music, reading novels and enjoy doing yoga.

INDIVIDUAL PROJECTS UNDERTAKEN

- Ratio analysis of khaitan electricals.
- Report on SCM in Rittal-India Pvt Ltd.
- Detail analysis of ITC business model.
- Report on International Industrial marketing for A.E Box.
- Presentation given on KANBAN system in engineering.

PRIYA C. BHAVSAR

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Mobile: 9686877646

E-mail: priyabhavsar4u@gmail.com

Date of birth: 18th December 1988



ACADEMIC QUALIFICATIONS

Qualification	Name of the Institution	Year	Percentage
Post Graduate Programme in Business Administration	Indo-German Training Centre, Bangalore	2010-2012	74% till phase 3
Bachelor of business administration	Bytco college, Nashik, Pune university	2006-2009	64.52
H. S C	SVKT college, Nahik, Pune university	2004-2006	61
S.S.C	St Patrick Convent School, Pune University, Nashik	2004	66

ADDITIONAL QUALIFICATIONS

Passed "Licentiate" Examination of IRDA

COMPUTER SKILLS

Proficiency in Ms-office, Photoshop

SOFT SKILLS

- A good listener
- Find greatness in simplicity
- Communication & presentation skills
- Balanced personality

LANGUAGE PROFICIENCY

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Language	Reading	Writing	speaking
German (A1 level)	yes	Yes	yes
English	Yes	Yes	Yes
Marathi	Yes	yes	Yes
Hindi	yes	Yes	yes

PROJECTS:

CORPORATE INTERFACE

Phase I

(Jan- Feb 2011)

1. Company Name: METRO cash & carry

Department: Marketing (Customer management department)

Project tile: Positioning METRO as a pharmacy destination

Job description:

- Understanding the perception of Pharma customer about Metro as a sourcing location.
- Developing comprehensive business plans, addressing gaps and position Metro as a destination for Pharma products.
- Research project: Survey
- Sample size 60

Phase II

(June- July 2011)

2. Company Name: METRO cash & carry

Department: Corporate HR

Project Title: Induction – Onboarding process

Job description:

- Handling the induction of the new joiners, & drafting induction plan
- Drafted an Employee handbook for the company, approved but yet to be printed.
- Drafting Appointment & offer letter.
- Upgrading of organization chart
- Booking Travel tickets & guest house accommodation when required.
- Booking of Video conference interview & managing invoices.

Phase III

(Nov – Dec 2011)

Company Name: METRO cash & carry

Department: Corporate HR

Project title: Process of maintaining personal Files for auditing.

Job description:

- Suggested a systematic process of for maintenance of the personal files for auditing.
- Documentation of 289 employees and making the documents available from employee if missing.
- Preparing presentation, Flow chart & job description if required for any position.

CO-CURRICULAR ACTIVITES / ACHIEVEMENTS

- Best seminar presentation for marketing management.
- Second best seminar presentation for Consumer Marketing Behaviour.
- Second best seminar presentation & team leader for Industrial Marketing.
- NIMA Index 2008, A project-expo arranged by Industrial Manufacturing Association in Nashik
- Awarded as an Event Manager for the Management event 2009
- Participation in various District Level Certificate competitions for Drawing, Painting
- Participation in various colleges activates like case studies, team activities in management event.
- Active Life Insurance Advisor of Bajaj Life Insurance Company.

Rajamudi Datta S.S

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Nandidurga road. Jaymahal-560046.

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Mobile: +917259429429
E-mail: Rajmudidatta@gmail.com
Date of Birth: 28.04.1987

ACADEMIC QUALIFICATIONS

Qualification	Name of the Institution	Year
Post Graduate Programme in Business Administration	Indo-German Training Centre, Bangalore	Pursuing Batch 2010 – 2012
Bachelor of Commerce	Vidyavardhaka First Grade College, Mysore	2005 - 2009
12 th Karnataka State Board (Commerce)	Marimallappa Pre University College, Mysore	2003-2005
10 th Karnataka State Board	C.F.T.R.I High School	2003

ADDITIONAL QUALIFICATIONS

1. German Level 1 from "Max Mueller Bhavan", Bangalore

COMPUTER SKILLS

1. Ms Office 2.Windows (OS)

SOFT SKILLS

1. Good Communication
2. Presentation skill
3. Cooperation
4. Team Worker

PROJECTS: CORPORATE INTERFACE

TUV Rheinland
Jan 2011 to Feb 2011
Fleet Management

1. Analysis of the fleet operation
2. Maintenance vehicle use in the field of fleet
3. Retrieval, archiving, backup and analysis of data from the driver card
4. Regular review of the health condition of the drivers of trucks, buses, taxis and passenger transport

ATEX Certification

1. Reach full compliance and certification prior to product placement
2. Reduce risk of company liability with documented safety standards
3. Benefit from fast audit times and our long-standing experience
4. Access a common shared-networked database, reducing waiting time for documents to be transferred between agencies through conventional methods

Indo German Chamber Of Commerce, Bangalore
June 2011 to July 2011

1. Prepared a detailed report on “Retail Association of India”, from the emergence of retail sector in India.
2. Practically participated in CSR activities, visited many orphan ages and child care in Bangalore. Namely
 - ✓ Samarthanam Trust
 - ✓ Asha Niketan

G. W. Precision tools India Pvt. Ltd., Bangalore
Industrial, Trade fair
Nov to Dec, 2011

1. To gather data required to building an ERP Interface
2. Attended “**ENGIMACH**” trade fare at Ahmedabad
3. Took record of the availability of stock for each tool

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4. Provide tool information to the engineers and production department
5. Business Enhancement module for “Shakthi Precision”

CO-CURRICULAR ACTIVITIES / ACHIEVEMENTS

1. Attended various NCC camps, “A” Certificate
2. Participation in indoor games, Chess
3. Reading newspaper
4. Watching TV.

Sandhya.n

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Date of Birth: 17.05.1989

ACADEMIC QUALIFICATIONS

Qualification	Name of the Institution	Year
Post Graduate Programme in Business Administration	Indo-German Training Centre, Bangalore	Pursuing Batch 2010 – 2012
Bachelor of Commerce	St. Anne's First Grade College for women Bangalore	2007 – 2010 – 76%
12 th Karnataka State Board (Commerce)	St. Anne's Pre University College Bangalore	2005-2007 – 80%
10 th Karnataka State Board	Ever Shine High School	2005 – 71%

ADDITIONAL QUALIFICATIONS

1. German Level 1 from "Max Mueller Bhavan", Bangalore

COMPUTER SKILLS

1. Ms Office 2.Windows (OS)

SOFT SKILLS

1. Good Communication
2. Presentation skill
3. Cooperation
4. Team Worker

PROJECTS: CORPORATE INTERFACE

ROBERT BOSCH INDIA LIMITED

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PHASE-1
CORPORATE FINANCIAL ACCOUNTING
IMPORTS PAYMENTS (CFA2)
JAN 2011 to Feb 2011

- 1) Invoice verification in sap
- 2) Creation of Debit and Credit note
- 3) Booking of Supplier Invoice (MIRO)
- 4) Verifying the documents required for payments
- 5) GRN Booking (MB03)
- 6) Preparation of Bank Reconciliation statements
- 7) Preparation of vendor credit memo
- 8) Preparation of Third party dispatch Git
- 9) Calculations of Accessible value
- 10) Documenting the discrepancy found while verifying the documents.

PHASE-2
LOGISTICS DEPARTMENT:
OUTBOUND AND INBOUND LOGISTICS
JUNE 2011- JULY2011

- 1) Process Mapping of Inbound logistics such as material collection, milk run process, invoice and quantity verification
- 2) Booking of Invoice MIGO in Sap.
- 3) Updating the location in stores using Lager Leit and inventory control station in Sap
- 4) Projects on customer rejections
- 5) Documentation of "Original Equipments" and Exports
- 6) Preparation of documents required for exports.
- 7) Project on After Market Process of Elements and Delivery Schedules.
- 8) On-line registration of GSP and E-Sugam.
- 9) Visit to Yeshwantpuram warehouse for process mapping and Gauges activity
- 10) Preparation of Transport documentation.

PHASE-3
CORPORATE PURCHASE AND LOGISTICS DEPARTMENT

TURNED COMPONENTS (CP/ABE13)

NOV 2011- DEC 2011

- 1) Process involved in the new automotive purchasing organization
- 2) Creation of info records
- 3) Creation of Purchase orders
- 4) Preparation of Tooling Documents
- 5) Preparation of Purchase Contracts
- 6) Preparation of Negotiations Sheets
- 7) Visit to CNC Automotive for Audit Purpose and recording the Minutes of meeting which helped my mentors in decision making.
- 8) Project on Supplier Strategy panel of CNC Automotive
- 8) Visit to Karnataka Turned Components Supplier for value streams mapping and Spectra Calculations.
- 9) Analysis of savings from suppliers taking into consideration Delivery, Quality and Volumes.

CO-CURRICULAR ACTIVITIES / ACHIEVEMENTS

1. Completed my Travel and Tourism course from meridian travel and tourism centre Indiranagar
2. Participated in Kho-Kho Competition at district level.
3. Participation in indoor games
4. Participation in singing competition in college.
5. Cooking
6. Watching TV.

Sarthak Arora

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Date of Birth: 08th June 1988

ACADEMIC QUALIFICATIONS

Qualification	Name of the Institution	Year
Post Graduate Programme in Business Administration	Indo-German Training Centre, Bangalore	Pursuing Batch 2010 – 2012
BBA (Aviation operations)	University of Petroleum & Energy Studies, Dehradun	2007-2010 – 82%
HSC (Commerce + Maths)	Rai Amarnath Public school	2006 – 76%
SSC	Rai Amarnath Public school	2004 – 64%

ADDITIONAL QUALIFICATIONS

Qualified German Level A1 through MMB in 2011

Qualified International Air Transport Association (IATA) Foundation Course (2009)

Qualified **B.Com** from Delhi University (2006-2009)

COMPUTER SKILLS

- Operating System: WINDOWS 98, 2000, XP, Vista
- Package: MS Office, Photoshop, SPSS software

SOFT SKILLS

- Strong inter-personal skills
- Ability to work in teams as well as independently and creatively across a wide variety of Cultures
- Keen interest to learn through exposure to challenging situations

PROJECTS: CORPORATE INTERFACE

Company: Minda Corporation Ltd.

Duration: 2 months in 2011

Designation: Trainee in Human Resource

Profile: The Projects Undertaken

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- Survey on 'Employee Compensation, Benefits & Best HR practices' to benchmark the pay rate with the Industry standards.
- Comparative Analysis for MCL on 'Employee compensation, benefits & Best HR practices'.

Company: TUV Rheinland India Pvt. Ltd, Bangalore **Duration:** 4 months in 2011

Designation: Market Research Trainee in Central Marketing

Profile: The Areas of work were:

- Developing Marketing strategies & plans
- Gathering information & scanning the external environment
- Conducting Marketing Research & Analyzing Business Markets
- Identifying New Market Potential for expansion
- Monitoring & Evaluation statistics of CSR projects in India

On the Job Training in Graduation

Company: Delhi International Airport T3

Duration: 4 months in 2010

Designation: Operations Trainee

Profile: The areas of work were:

- Planning, scheduling and organizing Trials operations (baggage Handling Systems) at Terminal 3.
- Managing Stakeholder Relationship.
- Managing and conducting the Familiarization Training programme and workshops for airline executives.

INDIVIDUAL PROJECTS

- Prepared a dissertation report for my University on 'Foreign Investment in Indian Carriers' (2010)
- Presented a paper at National Level in SDM Institute of Management & Development on '**Cross Cultural Issues at Modern Workplace**' (2011)
- Prepared a Management Information System project on '**Package Dispatch**' for Robert Bosch India Pvt. Ltd., Bangalore. (2011)

CO-CURRICULAR ACTIVITIES / ACHIEVEMENTS

- **Won Silver Medal** in Volleyball Tournament in College Fest in 2009.
- **Class Representative** of BBA (Aviation Operations) for Batch 2007-10.

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- Organized Inter House sports Competitive at college in 2007-2010.
- Won Cultural Programmed Held at District Level.
- Active Coordinator of Disciplinary Committee at College Level.
- Topped in English **with 90% marks** in higher secondary.
- **Awarded Best Presenter & Leader of** MBA Marketing batch 2010.

Sohil S. Shah

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E-mail: sohilshah1988@gmail.com

Date of Birth: 7th June 1988

ACADEMIC QUALIFICATIONS

Qualification	Name of the Institution	Year
Post Graduate Programme in Business Administration	Indo-German Training Centre, Bangalore	Pursuing Batch 2010 – 2012
M. COM	Mumbai University	2011 – 52%
B. COM	Mumbai University	2009 – 59%

ADDITIONAL QUALIFICATIONS

Languages: English, Hindi, Gujarati, Marathi, German (A2)

COMPUTER SKILLS

Applications: MS Word, MS Excel, MS PowerPoint, Tally, SAP BO

PROJECTS: CORPORATE INTERFACE

Company: Deutsche Bank (DBOI)

Period: 8 Months

Designation: Management Intern

Scope: Change and Project Management

Responsibilities Handled:

- **Distribution List (Db List)**

As a Local Lead of project actively handled new mailing system software implementation across department including testing system, training people in various locations, analyzing and studying various existing processes of mailing within department, used tools like SWOT, Process flow charts. Enhanced Networking skills.

- **Attrition**

As a Team Member, actively participated in dealing with attrition project within department across various locations, used tools like Pareto, Fishbone, Brainstorming and Multi voting exercises with managers, came up with new ideas of people management.

- **SAP BO Report Studio Automation**

As a Team member, was responsible for generation of daily MIS of UT and UAT for across locations, maintenance of BRD inventories, follow up with vendors and reconciliation of UAT statuses.

Achievement:

Enhanced confidence and soft skills.

Acquired hard skills, Six sigma Lean tools like SIPOC, FMEA, CTQ, DMAIC, Fish bone, Brainstorming and Multivoting exercises, Pareto analysis, Capacity modeling.

Company: Viral Shah & Co. Chartered Accountants

Period: Mar 07 – Sept 10

Designation: Articled assistant

Scope: Tax & Audit

Responsibilities Handled:

- Statutory and Internal Audits for Partnership firms, Limited company
- Preparation of audit reports
- Preparation and Maintenance of audit files.
- Registration of VAT & CST TIN No, Luxury Tax No.
- Handling scrutiny & assessment cases
- Preparation of Tax returns

Achievement:

Competently carried out the concurrent audit for Rhythm House with developing the operations understanding.

CO-CURRICULAR ACTIVITIES / ACHIEVEMENTS

- ❖ Active participation in all the cultural programs like dancing, acting, sports, debates, paper presentations and have got a few certificates for the same from time to time.
- ❖ Organized various events in college and school.
- ❖ Participated in CSR events, Annual Day held by DB, Coffee n connect sessions with senior management of DB.
- ❖ Dance, Music, Reading, Watching movies

T.V.Dheeraj

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Date of Birth: 23rd May 1990

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OBJECTIVE

Seeking challenging careers in organizations where my skills and knowledge will be utilized to the full extent and where there is professional & personal growth along with the growth of the organization.

ACADEMIC QUALIFICATIONS

Qualification	Name of the Institution	Year
Post Graduate Programme in Business Administration	Indo-German Training Centre, Bangalore	Pursuing Batch 2010 – 2012
B.Com	Siddhartha Institute Of Higher Learning Madanapalle	2007-2010 – 65%
Intermediate	Srisiddhartha Junior College, Madanapalle	2005-2007 – 66%
SSC	Srichaithanya Children's Academy Madanapalle	2005 – 63%

COMPUTER SKILLS

- MsOffice
- Typing(Lower)

SOFT SKILLS

- Good Presentation skills
- Team worker
- Willingness to meet deadlines and Targets
- Dedication towards work

Leitz Tooling Systems India Pvt Ltd

Phase1:-Jan 2011-Feb 2011

Functional Area:-Marketing

Project Title:-To study the pattern of servicing tools from various grinds into individual service centres and identify the areas not covered.

- Market Analysis of all Service centres of LeitzIndia
- Analysis of Sales data of all Customers
- Segregation of Customers according to their servicing of tools based on the data of their past records
- Given a list of Lost customers of the company and has conducted an research on some of them and provided the information about it

Phase2:-June 2011-July 2011

Functional Area: Marketing

Project Title:-To make Sales analysis of Dealers and Customers of Company all Over India and Research of the websites of all B to B Companies.

- To Analyse the sales of different tools
- Made Zone wise, Category wise, Tool wise and area wise Sales Analysis of the Company
- Given Suggestions that which are the tools that are to be marketed aggressively
- Worked in the Marketing team to prepare Flipchart for the sales team of the company
- Study of Existing website and group companies in detail and has given suggestions for enhancing it

Phase3:-Nov 2011-Dec 2011

Functional Area: Marketing

Project Title:-Website Development of the Company to analyse the pattern of all tools

- Analysis of the visits of the sales team and their conversion of Quotations into orders for new and existing customers
- To give the information of the customer visits by the application team
- Has made Analysis of visits for key customers of the company by the sales and application team
- Did a project on International Industrial Marketing of Company
- Marketing work of Trade fairs
- Worked in a Team for the development of the website of the company and given presentations based on it

CO-CURRICULAR ACTIVITIES / ACHIEVEMENTS

- Won First prize for the presentation on Industrial Marketing
- Got Second prize for the event conducted by MITS college in Madanapalle
- Member in Kabbadi team of RSS
- Lead Volleyball team of college
- Travelling new places

Tejas Kamat Ghanekar

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Date of Birth: 15.07.1990

ACADEMIC QUALIFICATIONS

Qualification	Name of the Institution	Year
Post Graduate Programme in Business Administration	Indo-German Training Centre, Bangalore	Pursuing Batch 2010 – 2012
Bachelor of Business Administration	Saraswat Vidhyalayas Sridora Caculo College OF commerce & Management Studies	2007 - 2010
12 th Goa State Board (Commerce)	DCT'S Dempo Higher Secondary School of Commerce	2005-2007
10 th Goa State Board	Dr. K.B. Hedgewar High School	2004

ADDITIONAL QUALIFICATIONS

1. Course in investment and securities market
2. Course on recruitment and selection

COMPUTER SKILLS

1. Ms Office
2. Tally 9.0
3. Adobe Photoshop
4. Corel Draw
5. Windows (OS)

SOFT SKILLS

1. Good Communication
2. Presentation skill
3. Dedicated
4. Willingness to learn
5. Cooperation
6. Adaptability

PROJECTS: CORPORATE INTERFACE

Pharmacore

Sales

- ✓ To maintain proper record of sale, cash, stocks etc.
- ✓ To gather data of sales and properly maintain it
- ✓ Make sale of their products

Part/Full time job

April to Nov, 2007

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- ✓ To manage the office functioning.

IFB Industries Ltd., Verna industrial estate
Market Research

Internship
April to May, 2008

- ✓ To know if the customers were satisfied with the product and the service provided
- ✓ To promote IFB Washing machines.

Kamta Trading Company
Sales and Accounts Department

Part time job
Jan to June, 2008

- ✓ To sell their products to the customers
- ✓ To handle the books of accounts
- ✓ To explain the product to the customer

Cosme Matias Menezes, Panaji
Market Research (Furniture Division)

Internship
April to May, 2009

- ✓ To gain knowledge of the competitors in existing market across goa
- ✓ To collect information of the which products sells the most
- ✓ To compare the firm with its customers using tools like SWAT, Five forces etc.

Caculo Automotive Pvt. Ltd.
Sales and Customer Relationship

Internship
April to July, 2009

- ✓ Handling sales of Volkswagen cars
- ✓ Dealing with the customers

G. W. Precision tools India Pvt. Ltd., Bangalore
ERP, Trade fair

Internship
January to July, 2011

- ✓ To gather data required to building an ERP Interface
- ✓ Attended IMTEX trade fare
- ✓ Took record of the availability of stock for each tool
- ✓ Provide tool information to the engineers and production department

Bosch Limited Packaging Technologies Division
CTG Department (Controlling, Finance, Accounting)
2011

Internship
November to December,

- ✓ Inventory Control
- ✓ Debit notes, C-forms
- ✓ Forecasting

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- ✓ Project management

CO-CURRICULAR ACTIVITIES / ACHIEVEMENTS

1. 3rd place for Best entrepreneur at Symbiosis Institute of Management studies (SYMPLUSE)
2. Participated in entrepreneurship awareness programme
3. Organiser for “ODYSSEY 09” Goa’s biggest management fest
4. A vital part in organising “ODYSSEY 08” Goa’s biggest management fest

Vishali Vijaya Shankar

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Date of Birth: 16th November 1989

ACADEMIC QUALIFICATIONS

Qualification	Name of the Institution	Year
Post Graduate Programme in Business Administration (PGPBM)	Indo-German Training Centre, Bangalore	Pursuing Batch 2010 – 2012
Masters in Business Administration (MBA)	Institute of Chartered Financial Analysts of India (Correspondence) (ICFAI UNIVERSITY)	Pursuing Batch 2010 - 2012
Bachelor Degree in Science Bio Technology (BSc-BT)	CMR Institute Of Management Studies, Bangalore (BANGALORE UNIVERSITY)	2007-2010 – 76%
Pre-University (PUC) (Physics, Chemistry, Biology, Home science)	National PU College, Bangalore (BANGALORE UNIVERSITY)	2005-2007 – 75%
ICSE (Indian Certificate of Secondary Education) Primary (ICSE) Pre-primary (British Medium)	Baldwin Girls' High School, Bangalore Al Noor International School, Bahrain, Persian Gulf The Infant School, Bahrain	1997-2005 – 62% 1995-1997 1993-1995

ADDITIONAL QUALIFICATIONS

GERMAN LANGUAGE:

- **Gothe Zertifikat - A1** (2011)
Max Muller Bhavan, Gothe Institut , Bangalore.
- **Gothe Zertifikat - A2** (Currently Pursuing)

FRENCH LANGUAGE:

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- **Certificat De Francais**

Alliance Francaise De Bangalore, Completed level 1a,1b,2a (2005-2006)

INDIAN LANGUAGES:

- Hindi: reading/writing/speaking
- Kannada: reading/speaking
- Tamil: speaking

MANAGEMENT DIPLOMA:

- **Diploma in Business Administration** - General Management (2008-2009)
CMR Institute of Management, Bangalore.

COMPUTER SKILLS

MS Office; Photoshop; Coral Draw

SOFT SKILLS

- Self confidence
- Leadership skills
- Communication skills
- Team work domain
- Recruitment skills (Telephonic Interviews- Screening the candidate, Reference checks)
- Analytical skills (Resume Database, Investment Database)

PROJECTS: CORPORATE INTERFACE

COMPANY : Carl Zeiss India, Bangalore
DEPARTMENT : Human Resources
PROJECTS : 360 Degree Performance Appraisal
Recruitment Process at Zeiss

Carl Zeiss India, having taken over the joint venture of Vision Care Division from GKB Pvt Ltd, has lead to a huge responsibility of recruiting Tech & Non- Tech Manpower for this new Division.

I have been given the opportunity to assist the HR Department as follows:

RECRUITMENT

- **Walk In Interviews** held at Hotel Taj Vivanta, Bangalore
- **Closed five positions**
- Co-ordinated with the HR Consultants, Top Management & International Delegates.
- Prepared **Resume Database**
- Conducted **Preliminary Telephonic Interviews**
- Conducted interviews / corrected answer sheets
- Conducted **Reference Checks**

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- **Hike letters**
- **Human Resource Planning** – Assisted the Divisional Manager for updation
- Cross checked & Sent **Appointment & Offer letters**.

INDUCTION

- **Welcome letters**
- Added new employees on the **HRIS**

EVENT ORGANISING

- Prepared templates for **Value Awards**, nominees, winners and Long Service Awards, for MILANA (Zeiss night).
- Distribution of **gifts** to all the branches
- Assisted in organising games such as **Treasure Hunt & Pot Luck**.

OPERATIONAL

- **Declaration of Investments**
- **Payslips** Distribution to the branches
- **Employee Personal files**
- **Daily Attendance**
- **Birthday cards**
- Filing documents relating to PF, LTA, EDENRED, Medical claim, etc

ADMINISTRATION

- Booking Flight tickets
- Air and travel expenses reimbursements
- Booking of hotel rooms
- Video conference bookings

CO-CURRICULAR ACTIVITIES / ACHIEVEMENTS

PLACEMENT COMMITTEE

Member of the Placement Committee

PAPER PRESENTATION

Presented a paper titled “Developing Nations in International Trade” at the “National conference of International Trade in Goods & Service” Organized by Nitte Meenakshi Institute of Technology

IGTC

Secured the Second best Presenting the Seminar in Marketing Management.

Secured the Second best Seminar Presentation in Marketing Management.

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ORGANISING - BIOFUTURA 2010 COLLEGE FEST

I was an Organizing Committee Member- (Sponsorship)

REPRESENTATION

I was elected as the Class Representative during my Second year Degree

FASHION SHOW&DRAMATICS

Participated in the Fashion Show as a Punjabi Bride for the Zeiss Night held at The Taj West End

Participated in School Musical adaptation - Oliver Twist

SPORTS

Secured Second place in the College Badminton Tournament - Inter-departmental

COMPETITIONS

Participated in various College Inter-house, Inter-departmental & Inter-college competitions

National Cader Corps – Airwing (NCC)

Para-sailing at Jakkur Airport

Other Hobbies:

Reading Novels & Management books.