**[Full Name]**  
Email: [your email]  
Mobile: [your phone number]

**Career Objective**

Motivated and adaptable graduate with a strong academic background and a keen interest in business management and consultancy. Possesses excellent problem-solving, research, and communication skills, developed through academic projects and volunteer experiences. Eager to gain hands-on experience in a professional environment and contribute to a dynamic team.

**Key Skills**

* Research & Analysis
* Report Writing
* Client Engagement & Support
* Business Administration
* Data Interpretation
* Proposal Development
* Customer Service
* Organizational & Time Management
* Process Improvement
* Team Collaboration

**Software Skills**

* Microsoft Word, Excel, Outlook
* Google Suite (Docs, Sheets, Slides)
* SDSS (if applicable)
* Web Browsing & Online Research Tools

**Education**

**[University Name]**  
Bachelor of Business (Commerce)  
[Year Started] - [Year Completed]

**Academic Achievements**

* Recognition for outstanding academic performance in [specific subject].
* Invited to join [Honors Society/Club] for maintaining above-average results.
* High achievement in [relevant coursework such as Business Law, Statistics, or Economics].

**Volunteer Experience**

**Community Engagement Volunteer**  
[Organization Name], [Year Started] - Present

* Assisted community members with various initiatives, including organizing events and providing administrative support.
* Developed strong interpersonal and teamwork skills while collaborating with diverse groups.
* Helped maintain records and provided logistical support for activities.

**Fundraising Assistant**  
[Organization Name], [Year Started] - [Year Completed]

* Contributed to fundraising events by assisting with planning, coordination, and execution.
* Engaged with the public to promote initiatives and encourage participation.
* Managed event logistics, including setup and registrations.

**Personal Attributes**

* **Strong Communicator:** Able to engage with diverse audiences effectively.
* **Adaptable & Flexible:** Thrives in dynamic environments and open to learning new skills.
* **Organized & Reliable:** Manages time efficiently to meet deadlines and commitments.
* **Team-Oriented:** Enjoys working collaboratively while also capable of independent tasks.

**Professional Referees**

Available upon request.