

# MANVENDRA SINGH HADA

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## SUMMARY

I am a recent Bachelor of Commerce (B.Com) graduate with a strong foundation in accounting, finance, and business operations, along with strong analytical and communication skills, I am eager to apply my academic knowledge in a practical environment and contribute to the growth of a dynamic organization. I am also enthusiastic about continuously upgrading my skills and taking on new challenges in the corporate world

## EDUCATION

### ST XAVIER'S COLLEGE, JAIPUR

Bachelors of Commerce  
2022 - 2025

### SIR PADAMPAT SINGHANIA SCHOOL, KOTA

CLASS 12 - 2022  
CLASS 10 - 2020

## HARD SKILLS

- Microsoft Excel
- Microsoft Office
- Customer Communication
- Retail Sales
- Cash Management
- Accounts Handling

## SOFT SKILLS

- Team Management
- Creativity
- Fast Learning
- Problem Solving
- Adaptability

## WORK EXPERIENCE

### Inside Sales Intern

Wooden Street | June - November 2024

- Maintained and updated CRM systems to track customer interactions and sales progress.
- Worked with the sales team in lead generation, cold calling, and following up with potential clients.
- Supported the preparation of sales presentations, proposals, and reports.
- Gained hands-on experience in customer communication and sales management.

### Sales Management Intern

Ganpati Marketers | July - October 2023

- Assist the sales management team in day-to-day operations.
- Conduct market research and competitor analysis to identify business opportunities.
- Help prepare sales presentations, proposals, and reports.
- Track sales performance metrics and prepare weekly/monthly dashboards.

### Volunteer in ZEST (Annual College Event)

Event Management | February 2023

- Actively contributed to Planning, Organizing, and Managing university cultural events.
- Coordinated with various student teams, artists, and faculty for smooth execution of programs.
- Developed teamwork, time management, and leadership skills in a fast-paced event environment.