

SUBHANSU SINGHVI

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EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2016
Major: Business Management

SELECTED COURSES:

Leadership and Organizational Management	Micro Economics Principles
Macro Economics Principles	Legal Environment of Business
Business Statistics	Financial Accounting

ACTIVITIES:

National Association of Black Accountants, 2013-2014
International Student Association, 2012-2014
Abu Dhabi Indian School Environment Club, 2011- 2012

EXPERIENCE:

AL NASSER INDUSTRIAL ENTERPRISES, Abu Dhabi, United Arab Emirates
Management Intern ***July 2013- August 2013***

- Reported directly to the Finance Manager
- Assisted in preparation of Monthly Management Information.
- Provided support for numerous office duties including of filing information, arranging correspondence and organizing data.

NICAD ELECTRONICS (P) LTD, Rajasthan, India
Management Intern ***June 2012- July 2012***

- Recorded trading information of 100+ Company's products.
- Assisted in recording day-to-day petty cash transactions.
- Answered and transferred 25+ customer calls to Senior Managers.

ARTAAJ EVENTS, Dubai, United Arab Emirates
Event Coordinator ***March 2011***

- Collected 500+ tickets from visitors over the course of the event.
- Assisted in organization of archery and firing range exhibitions.
- Assisted in Managing and Coordinating the crowd at the sport exhibitions.

SKILLS & LANGUAGES

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- Microsoft Office (Word, Excel & Power Point)
- Hindi- Conversational