




MANISH RAI

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My academic study has helped me to gain knowledge and understanding of different aspects of business. Having interpersonal communication skills, basic analytical and problem-solving skills, I'm seeking internship or entry-level job opportunity in General Management or in Finance.

Education

BISWANATH JNAN BHARATI, SR. SECONDARY SCHOOL, ASSAM, INDIA 2015-2016
10th standard, CBSE, 9 out of 10 CGPA.

GAUHATI COMMERCE COLLEGE, ASSAM, INDIA 2016-2018
12th standard (Commerce), AHSEC Board, 58.6%.

GAUHATI COMMERCE COLLEGE, ASSAM, INDIA AUGUST, 2018 - JANUARY, 2022
Bachelor of Business Administration
76.48 % till 5th semesters out of six semesters.

Certificate

- The Fundamentals of Digital Marketing by Google Digital Garage, November 2021.

Projects

- Done a small case study regarding "Effect of employee training and development on performance", (2020).
- Project on "A comparative study between Offline Retail Market Services and Online Retail Market services, with respect to Guwahati city", (2021).

Skills

- Microsoft Office (Power Point, Word, Excel Basic)
- Apple (Number, Keynotes and Page)
- Google (Sheets, Docs, Slides)
- Sketching
- Digital Art (Intermediate)
- Statistical Skills (Intermediate)

Awards

- 2nd position in Senior Wing 200m Race Competition, School level, 2012-13.
- Tug of War and Kho-Kho Senior Wing winner, School level, 2013-14.
- Kabaddi and Volleyball Senior Wing runner up, School level, 2013-14.

Co-curricular activities & participation

- School Captain, Biswanath Jnan Bharati School, 2014-15.
- Wall Magazine House Secretary, Biswanath Jnan Bharati School, 2015-16.
- Participated in Biswanath Utsav Wall Painting Competition, 2015.

Interests

Cinema, Musical Instruments (Piano & Guitars), and Sketching.