

# Vivek Rajak

 [Vivekrajak1701@gmail.com](mailto:Vivekrajak1701@gmail.com)

 9516025765

 Madhya Pradesh

## SUMMARY

Aspiring finance professional with a strong foundation in financial administration, seeking to leverage analytical and technical skills in a dynamic environment. Committed to contributing to organizational growth through hard work, continuous learning, and collaboration in financial services and technology.

## SKILLS

- Power BI
- Market Research
- Tableau
- Microsoft excel
- Microsoft PowerPoint
- Data Visualization
- Canva

## CERTIFICATES

- **NISM Financial Literacy**
- **Investment Banking job simulation.**
- **Stock Market Analysis**

## EDUCATION

### **Master of Business Administration (MBA), Finance**

Prestige Institute of Management and Research

2023 – 2025 | Indore, Madhya Pradesh

- Specialization in Finance with coursework in Financial Markets, Investment Analysis, and Strategic Management
- Coordinator of the MHRD Club, promoting industry-institute interaction and HR development initiatives
- Actively engaged in social impact work with Robin Hood Army (RHA)
- Participated in case study competitions, seminars, and finance-related workshops to build practical understanding

### **Bachelor of Commerce (B. Com)**

Vikramaditya College

2019 – 2022 | Jabalpur, Madhya Pradesh

- Actively involved in college-level events promoting teamwork, leadership, and communication skills
- Participated in academic seminars and group projects aimed at enhancing business and financial literacy
- Played the position of Captain in college Cricket team | 2019 - 2020

## INTERNSHIPS

### **Anant Aman Social Welfare Society, Indore**

Intern

08/2024 – 09/2024

- Volunteered in organizing the Employment Expo 202, which facilitated job opportunities for over 500+ candidates across 30+ companies and institutions
- Strengthened interpersonal communication, teamwork, and grassroots-level engagement skills

### **Shriram General Insurance Company Limited**

Relationship Manager (Intern)

06/2024 – 08/2024

- Assisted in preparing detailed reports and dashboards for internal use to enhance customer insights
- Assisted in optimizing follow-up mechanisms for policy renewals, increasing customer retention effectiveness by approximately 12% over the period
- Developed practical skills in client communication, Excel-based data management, and insurance product understanding