

HR Department
Corporation
123 Pleasant Lane
12345 City, State

December 19, 2019

Dear Sir or Madam,

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Sincerely yours,

Shrikant Malviya

Attached: curriculum vitae

Shrikant Malviya

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Shrikant Malviya

Indian Institute of Information Technology, Allahabad, INDIA.

Education

- 2014– **Ph.D.**, *Indian Institute of Information Technology, Allahabad, .*
- 2011–2013 **M.Tech., IT**, *Indian Institute of Information Technology, Allahabad, CGPA – 8.3.*
- 2006–2010 **B.Tech., CSE**, *Institute of Engineering & Technology, Faizabad, 68.34%.*
- 2006 **12th**, *Board of Education, Allahabad UP, 76.67%.*
- 2004 **10th**, *Board of Education, Allahabad UP, 73.33%.*

Masters Thesis

- Title *Money Is The Root Of All Evil – Or Is It?*
- Supervisors Professor James Smith & Associate Professor Jane Smith
- Description This thesis explored the idea that money has been the cause of untold anguish and suffering in the world. I found that it has, in fact, not.

Experience

Vocational

- 2012–Present **1st Year Analyst**, LEHMAN BROTHERS, Los Angeles.
Developed spreadsheets for risk analysis on exotic derivatives on a wide array of commodities (ags, oils, precious and base metals), managed blotter and secondary trades on structured notes, liaised with Middle Office, Sales and Structuring for bookkeeping.

Detailed achievements:

- Learned how to make amazing coffee
 - Finally determined the reason for PC LOAD LETTER:
 - Paper jam
 - Software issues:
 - Word not sending the correct data to printer
 - Windows trying to print in letter format
 - Coffee spilled inside printer
 - Broke the office record for number of kitten pictures in cubicle
- 2011–2012 **Summer Intern**, LEHMAN BROTHERS, Los Angeles.
Rated "truly distinctive" for Analytical Skills and Teamwork.

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Miscellaneous

- 2010–2011 Spent some time finding myself. This was a courageous endeavour that didn't have a job title. It was quite important to my overall development though so I'm adding it to my CV. Also it explains the gap in my otherwise stellar CV.
- 2009–2010 **Computer Repair Specialist**, *Buy More*, Burbank.
Worked in the Nerd Herd and helped to solve computer problems. Allowed me to become expert in all forms of martial arts and weaponry.

Awards

- 2011 School of Business Postgraduate Scholarship
2010 Top Achiever Award – Commerce

Computer skills

- Basic JAVA, Adobe Illustrator
Intermediate PYTHON, HTML, L^AT_EX, OpenOffice, Linux, Microsoft Windows
Advanced Computer Hardware and Support

Communication Skills

- 2010 Oral Presentation at the California Business Conference
2009 Poster at the Annual Business Conference in Oregon

Languages

- English **Mothertongue**
Spanish **Intermediate** *Con conversationally fluent*
Dutch **Basic** *Basic words and phrases only*

Interests

- Piano
- Cooking
- Running
- Chess
- Dancing