



# LinkedIn Profile Checklist

**PHOTO:** Preferably of size 200px X 200px with a plain background. Wear a nice shirt and don't forget to smile!

**HEADLINE:** Have a professional & compact headline about your field of interest & your expertise.

**SUMMARY:** Describe what motivates you, what you've done and are skilled at, and what makes you unique.

**EXPERIENCE:** List details of all the jobs/internship you did in the past even if they were part time. Don't forget to add photos & videos from your work.

**EDUCATION:** Starting with your school, list all the educational experiences you've had - including summer programs.

The screenshot shows a LinkedIn profile for Avik Agarwal. The profile includes a profile picture of a man with glasses, a headline identifying him as a student at Inspiria Knowledge Campus, and a current position at SRI RAJ SHYAMA STEEL COMPANY. The background section contains a summary of his interests and hobbies. The experience section lists his role as a Manager at SRI RAJ SHYAMA STEEL COMPANY. The education section lists his Bachelor of Business Administration (BBA) from Inspiria Knowledge Campus.

**Avik Agarwal**  
Student at Inspiria Knowledge Campus  
Darjiling, West Bengal, India | Building Materials

Current: SRI RAJ SHYAMA STEEL COMPANY  
Education: Inspiria Knowledge Campus

500+ connections

**Background**

**Summary**

I am a good, lazy, friendly, attractive, passionate, working, goal oriented boy with lots of emotions into me. I am working in my fathers' business of Iron and Steel along with my studies in college and want to see myself as one of the great business tycoon in India, by 2021. I like making money, travelling and boozing. For me my work is always a priority and time is always a kind of money and I don't like wasting time. I have a good habit of reading papers and keen in watching Bollywood movies. Driving, Playing Table tennis, surfing are some of my hobbies.

**Experience**

**Manager**  
SRI RAJ SHYAMA STEEL COMPANY  
April 2012 – Present (3 years 10 months) | Siliguri

My responsibilities were in sales, as an assistant accountant, managing office staffs and stockyard managers.

**Education**

**Inspiria Knowledge Campus**  
Bachelor of Business Administration (BBA), Business, Management, Marketing, and Related Support Services  
2015 – 2018

I am a student of BBA and also the member of the Yi Yuva chaupal, Siliguri chapter and on 23rd August 2015 I, as the team leader of the three members in my team BYE Loads, won the finals of the YU start reional start up challenge held in Siliguri. I am also the leading member of the National Entrepreneur Network (NEN) in my college.

Activities and Societies: Entrepreneurship club, Yi Yuva Chaupal member, Disaster Management Club, Cultural Club, Food and Culinary club and member of National Entrepreneurship Network from my college.

**SKILLS & EXPERTISE:** Add all the things you are good at; be it Cooking, Coding etc.

**VOLUNTEER EXPERIENCE & CAUSES:** Even if you weren't paid for a job, be sure to list it. 20% of hiring managers in the U.S. say they've hired someone because of volunteer experience.

**ORGANIZATIONS:** Are you associated with any club within or outside your college? Be sure to describe what you did with each organization.

**RECOMMENDATIONS:** : Ask professors, classmates or people who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

**Skills**

Top Skills

- 16 Management
- 10 Sales
- 9 Leadership
- 7 Customer Service
- 6 Team Management
- 3 New Business Development
- 3 Marketing
- 3 Strategic Planning
- 2 Sales Management
- 2 Negotiation

Avik also knows about...

- 1 Customer Satisfaction
- 1 Team Building
- 1 Team Leadership

knowledge in Iron &...    setting up a sales...    Business Understanding

**Volunteer Experience & Causes**

**Causes Avik cares about:**

- Disaster and Humanitarian Relief
- Education
- Health
- Human Rights
- Science and Technology

**Organizations**

**SRI RAJ SHYAMA STEEL CO.**  
Starting April 2012

**Recommendations**

Alope, would you like to recommend Avik?  
[Recommend Avik](#)

