

CHANDANA .V

STUDENT



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R.T Nagar Bangalore -32

CAREER OBJECTIVE

Motivated commerce student aspiring to build a career in Management trainee with a focus on effective employee engagement , leveraging my leadership and coordination skills that alines with management frameworks. My academic background combined with hand-on internship experience has strengthened my organisational abilities enabling me in developing my skills and learnings while delivering value to organization's success .

EDUCATION

St. Anne's Pre-university College

Commerce (SEBA) - 86%

Mount Carmel College

Bachelor's in commerce - 74% (aggregate of 4 sem)

INTERNSHIP EXPERIENCE

Role : Admin Management Intern

knowledge Origin - Bangalore

Duration : 1 Month,8 days

- Oversaw daily administrative operations, including facility checks and inventory monitoring.
- Maintained accurate records of transaction and prepared daily reports.
- Designed and managed Excel-based files for data organization and reporting.
- Supported has a Admin co-ordinator for resource allocation.
- Strengthened my multitasking and time management abilities in a fast-paced environment.
- Coordinated and planned an Open Display Day, showcasing the organization's annual work and fostering external connections through effective promotion and networking.

ADDITIONAL SKILLS

- Productive tools : MS Excel, MS word, MS PowerPoint
- Excel expertise : Advance excel
- Completed Tally ERP-9
- Other: Inventory Management, data analysis in an accurate manner
- Confident communicator with keen observations

ACHIEVEMENTS AND CONTRIBUTIONS

- Led and coordinated logistics for multiple college events as a core team member, enhancing leadership skills.
 - Won first prize in sports competitions through strategic execution of plan .
 - Adaptable to new challenges, balancing academics with extracurriculm responsibilities .
 - Secured first place in creative event, leveraging creativity and seamless teamwork under pressure.
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