

TRISHA.S

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Summary

Commerce student pursuing B.Com in Corporate Finance (CPA), with strong foundation in accounting, analytical thinking, business operations, and with solid communication and organisational abilities. Eager to apply academic learning in dynamic corporate settings. Passionate about continuous learning and contributing effectively in team environments.

Education

- Bachelor of Commerce (Corporate Finance, CPA) - Mount Carmel College, Bengaluru - Aggregate Percentage 68.50% - Expected Graduation: 2026
- Pre-University Course - Commerce - Sri Vidya Mandir Ind. P.U. College, Bengaluru - Percentage - 76.67%, 2023.
- SSLC Examination - Cluny Convent High School, Bengaluru - Percentage: 82.40%, 2021.

Experience

- **Samsthitha Solutions (Administrative Trainee)** **July 2025 - December 2025**
 - Executed administrative operations, data management, documentation, and scheduling.
 - Coordinated reports, presentations, and internal communications for management.
 - Ensured policy compliance, maintained records, and streamlined office processes.
- **Indpro.IO (Pr and Brand Development intern)** **May 2025 - June 2025**
 - Assist in creating and scheduling content for social media
 - Help manage and optimize Indpro's website and e-commerce platform content.
 - Collaborate on SEO efforts, blog content and keyword strategies to increase organic research.
- **Samsthitha Solutions (Sales Support Intern)** **April 2024 - August 2024**
 - Handled the end-to-end process of preparing, organising, and filing quotation with accuracy.
 - Managed and responded to client emails professionally.
 - Communicated with clients to address inquiries and provide support.

Co-Curricular Activities

Public Speaking and Understanding Human Behaviour (Online resources)

Skills

- Microsoft Office
- MS Excel
- MS PowerPoint and Canva
- Communication
- Team Collaboration
- Problem Solving
- Client Relation
- Critical Thinking

Hobbies

- Fitness Activity
- Traveling
- Dance

