

# SYEDA AAMNA FATHIMA

8660613653

aamnafathimasyeda@gmail.com

## SUMMARY

Enthusiastic and adaptable BBA (Business Analytics) student at Mount Carmel College (NAAC Grade A) with strong **communication, negotiation, and relationship-building skills**. Served as **Secretary – Hindi Association** (2024- 2025), overseeing multi-sector **recruitment, onboarding**, and event coordination. Recognised for teamwork, adaptability, and curiosity to learn.

## SKILLS

### Core Skills

- **Negotiation & Communication** – Skilled in conducting interviews and leading discussions
- **Adaptability** – Thrive in dynamic, cross-functional environments
- **Relationship Building** – Develop trust and long-term collaboration
- **Event Coordination** – Plan and execute cultural and academic initiatives

### Technical Skills

- **Microsoft Excel** – formatting, formulas, basic analysis
- **Microsoft Word & PowerPoint** – document creation and business presentations

## EDUCATION

**Bachelor of Business Administration – Business Analytics**

**Mount Carmel College Autonomous** | 2023 – 2026

**CGPA: 8.51 (77.6%)**

**II PUC (CEBA)** – Carmel PU College | **91%**

## LEADERSHIP & VOLUNTEERING

### Secretary – Hindi Association (2024–2025)

- Led **recruitment drives** for 5 sectors within the association, conducting structured interviews and evaluations
- Developed clear **selection criteria** for fair and effective **member onboarding**.
- Coordinated integration of new members into respective teams.
- Organised cultural and academic events with high participation and smooth execution.
- Strengthened association presence and **community engagement** during tenure.

### Volunteer – U&I NGO

- **Taught English** to underprivileged children, planned engagement activities, and led mini fundraising. Recognised as **Top Campaigner and for High Impact Contribution**.

## CERTIFICATIONS

- **High Impact & Top Campaigner Awards** – U&I NGO
- **English Proficiency Certificate**

## LANGUAGES

- **English (Fluent)**
- **Hindi (Fluent)**
- **Urdu (Fluent)**
- **Turkish (Basic)**