N A N D I T H A . M
8197662772 | nandithamaran123@gmail.com

SUMMARY

Highly motivated Commerce student with internship experience in Human Resources and nonprofit operations. Skilled in data management, process documentation, operational efficiency, and risk management. Experienced in AI-based process improvement and data-driven decision-making. Recognized for analytical thinking, collaboration, and attention to detail, with a proven ability to support operational excellence and process optimization in fast-paced environments.

EDUCATION

Bachelor of Commerce (Industry Integrated)

Mount Carmel College (Autonomous), Bangalore | CGPA: 7.78

INTERNSHIP EXPERIENCE

Archit Nuwood Industry Ltd – Human Resource Intern
- Streamlined HR operations by assisting in recruitment coordination, employee records management, and documentation.
- Collaborated with HR professionals to execute day-to-day tasks, demonstrating adaptability and problem-solving skills.
- Supported administrative and organizational processes to ensure smooth and compliant HR operations.

Spastics Society of Karnataka – Operations & Administration Intern
- Managed stock valuation and inventory processes, applying commerce knowledge to ensure accuracy and efficiency.
- Assisted in planning and conducting educational sessions for differently-abled individuals, enhancing organizational communication.
- Supported administrative tasks and documentation, strengthening record-keeping and operational workflow management.

EXTRACURRICULAR EXPERIENCE

Commerce Association – Resource Team Member
- Processed high-volume participant registrations with accuracy, ensuring compliance and streamlined workflows.
- Maintained detailed records to facilitate the successful execution of large-scale events.

Student Council – Registration Core Team Member
- Planned and coordinated resources to support college fests and student initiatives.
- Managed logistics and stakeholder communication to ensure seamless multi-departmental event execution.

TECHNICAL SKILLS

- Software & Tools: Microsoft Excel (Pivot Tables, VLOOKUP), AI Applications (Machine Learning, Document Intelligence)
- Core Competencies: Process Documentation, Data Analysis, Risk Management, Operational Efficiency, Business Reporting.

SOFT SKILLS

Problem Solving | Team Collaboration | Communication & Presentation | Time Management | Adaptability

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CERTIFICATIONS

- Project Management
- Stock Market (Basics)
- Microsoft Excel