



# KSHIRAJA.R

## (STUDENT)

### CONTACT

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### EDUCATION

Mount Carmel College, Autonomous: (2023-26)

Bachelors of Commerce in Business Process Services (74%) (undergraduate)

Mount Carmel PU college: (2021-23) SEBA (92.3 %)

(12<sup>th</sup> grade)

Sri Chaitanya techno school: (2020-21) (CBSE) (94%) (10<sup>th</sup> grade)

### SKILLS

- Communication
- Teamwork
- Time management
- Leadership
- Adaptability
- Project Management
- MS word
- Power point
- Emotional intelligence

### LANGUAGES KNOWN:

Hindi, Kannada, English, Telugu.

### PROFESSIONAL OVERVIEW

Organized and motivated individual with strong time management and problem-solving skills. Adept at working under pressure and adapting to diverse environments. Eager to contribute to a dynamic organization by applying my knowledge, learning new skills, and leveraging my strengths to achieve both personal and organizational growth.

### EXPERIENCE

- **Volunteer** – Association of People with Disabilities
- Conducted interactive sessions and supported activities aimed at empowering young children with disabilities. Developed empathy, teamwork, and adaptability while engaging with diverse participants.
- **Class Representative** –
- Represented classmates by coordinating with faculty, addressing student concerns, and supporting academic activities. Strengthened leadership, communication, time management, and problem-solving skills.
- **Team Member** – College Projects & Associations
- Collaborated in multiple group projects and successfully completed assignments with strong results. Contributed as a photographer and social media coordinator in four college associations. Gained experience in teamwork, creativity, and content management.
- **Technical Skills**  
Proficient in MS Word and MS PowerPoint for documentation, presentations, and reports.

### ACHIEVEMENTS AND RECOGNITION

Selected as Photographer and active co-team member in four college associations: Women's Cell, French Association, Kannada Association, and Political Science Association.

Volunteered with NSS and NCC, contributing to community service initiatives and social awareness programs.

Represented college in an intercollegiate fest at St. Joseph's University (SJU),