

Mahika Banwani

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Key Skills

Teamwork
Communication
Task Coordination
Handling Data & Reports
Microsoft Excel & Power BI
Time Management
Leadership
Problem Solving

Relevant Coursework

Applied Analytics & Business Intelligence
Fundamentals of Digital Marketing
Financial Literacy
Investment Banking
Microsoft Power BI
A1 Level French

Languages

English (Fluent)
Hindi (Fluent)
Sindhi (Fluent)
French (Beginner)

Interests

Dance & Music
Fitness
Sports
Cooking
Creative Arts
Travel

Professional Summary

Business Administration student with hands-on experience supporting daily operations, coordinating tasks, and assisting with customer service. Collaborative and organized, with the ability to manage multiple priorities while maintaining quality. Looking to develop further in an Operations role within a corporate environment.

Professional Experience

Social Media Marketing and Sales Intern | V Go Nuts | Dec 2021 – Feb 2024

- Helped manage store operations and assisted customers during busy periods.
- Supported in scheduling and posting social media updates to promote sales.
- Shared customer suggestions and improvements with management.
- Worked closely with the team to ensure daily operations ran efficiently.
- Participated in planning small promotional events to boost visibility.

Apprenticeship Intern – E-Library Development | Refining Skills Pvt Ltd | Apr 2021 – May 2021

- Assisted in organizing online academic materials for easier access.
- Helped upload and format documents for the e-library system.
- Supported in reviewing and maintaining content accuracy.
- Completed tasks within given deadlines and contributed ideas to improve workflow.

Education

Bachelor of Business Administration | Mount Carmel College | Expected Jan 2026

ISC – Commerce with Business Studies | Bishop Cotton Girls' School | Jan 2023

ICSE | St. Charles High School | Jan 2021

Leadership & Activities

- Co-Head, Logistics Team – Crescent 2022, Bishop Cotton Girls' School
- Participant, 'Area 51' Treasure Hunt – Resurgence Fest (2021–2023)
- Participant, Innowaves 2021 – National Public School, Indiranagar
- Elected Class Captain – St. Charles High School