NANDITHA.M

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SUMMARY

Detail-oriented Commerce student with strong experience in operations coordination, documentation accuracy, and data validation. Skilled in identifying discrepancies, maintaining compliant records, and supporting high-volume workflows with strong process discipline. Proficient in Excel reporting, KYC fundamentals, and logistics support. Aiming to contribute analytical skills, reconciliation ability, and structured problem-solving to Commodities Operations.

EDUCATION

Bachelor of Commerce (Industry Integrated)
Mount Carmel College (Autonomous), Bangalore | CGPA: 7.78/10

INTERNSHIP EXPERIENCE

Archit Nuwood Industry Ltd – Human Resource Intern

- Coordinated with 120+ internal and external stakeholders, ensuring accurate information flow, timely updates, and prompt resolution of workflow discrepancies.
- Managed and reconciled daily operational trackers, validating data accuracy and supporting decision-making through structured Excel-based reporting.
- Strengthened process controls by maintaining complete, compliant onboarding documentation and reducing manual errors across HR operations.

Spastics Society of Karnataka – Operations & Administrative Intern

- Oversaw end-to-end program logistics, aligning communication across participants, parents, and internal teams to ensure uninterrupted operational execution.
- Standardized documentation templates and maintained weekly operational and inventory reports, improving tracking accuracy and planning reliability.
- Resolved participant issues under time constraints and escalated exceptions promptly, ensuring adherence to workflow and documentation protocols.

EXTRACURRICULAR EXPERIENCE

Commerce Association – Resource Team Member

- Coordinated inter-department communication, timelines, and documentation workflows for large-scale college events.
- Managed resource allocation and process checkpoints, ensuring operational readiness and multi-stakeholder alignment.

Student Council – Registration Core Team Member

- Managed high-volume registration for 200+ participants, ensuring error-free data entry, accurate recordkeeping, and smooth onboarding.
- Handled real-time queries and validated participant information, strengthening accuracy and process discipline.

TECHNICAL SKILLS

Operations & Risk Control

Documentation Management |Record Accuracy| Reconciliation Basics |Exception Identification |Workflow Optimization| Compliance-focused Processing

Stakeholder Communication

Query Handling | Issue Resolution | Client & Counterparty Coordination| Structured, Clear Communication |Cross-functional Collaboration

Business & Functional Knowledge

Financial Statement Basics | KYC Fundamentals| Trade Lifecycle (confirmations, settlements, invoicing basics) |Process & Program Administration

Tools

Microsoft Excel (VLOOKUP, Pivot Tables, Conditional Formatting, Data Validation) |PowerPoint |Documentation Tools |Email & Workflow Management Systems

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SOFT SKILLS

Analytical Thinking | Adaptability |Active Listening |Time Management
Structured Follow-Through | Problem Solving | Professional Communication

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CERTIFICATIONS

• Stock Market Basics – Introduction to Market Structure, Instruments & Trading

• Project Management

• Microsoft Excel