

SEENINA HUDA

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Location: Bengaluru

Objective:

Final-year BBA student at Mount Carmel College with strong attention to detail, problem-solving ability, and experience in operations support and coordination. Seeking to contribute to Javelin's Operations team by ensuring accuracy in documentation, smooth workflow execution, and effective stakeholder coordination.

Internship Experience

CBA – Team Lease – Apprenticeship July 2025 – Present

- Learning the basics of financial modelling to support analysis and decision-making.
- Gaining exposure to business operations

Spectrum Consultants- May 2025- August 2025

- Sourced and engaged candidates for NVIDIA's LLM (Large Language Model) project, specifically for the Prompt Engineer (Content Writer) role.
 - Managed **end-to-end coordination and stakeholder communication**.
 - Applied **attention to detail and accuracy** in screening
 - Gained exposure to tech recruitment and developed strong communication and talent acquisition skills developed process management skills
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Technical Skills:

- Basic MS Office Skills
 - Data Visualisation Using Tableau
 - Financial Analysis
 - Accounting Fundamentals
 - Data Interpretation and reporting
 - Reconciliation & Payments Processing
 - Process Improvement
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Education:

Bachelor of Business Administration

Mount Carmel College [2023-26]

Currently in Final Year

Current CGPA: 8.3(4 semesters)

Higher Secondary Education (12th Grade)

Seshadripuram PU College – 2021-23

Percentage: 85%

Secondary Education (10th Grade)

Subhash Memorial English School – 2021

Percentage: 86%

Other Skills

- Effective Communication
- Attention to Detail
- Active Listening
- Team Collaboration
- Problem solving
- Event Coordination

Languages

- English
 - Hindi
 - Kannada
 - Urdu
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Extra Curriculars

- Actively participated in NSS activities, contributing to social initiatives and teamwork.
 - Active member of the Hindi Association with experience in hosting multiple events.
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Projects

- Cost Benefit Analysis for a Mock Company Using Excel, focusing on data interpretation and accuracy.
 - Financial Ratio Analysis for Case study
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Achievements

- Best Student of the Year Award
 - Best Orator Award
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