

D SNEHA

 snehad1565@gmail.com
 9448661404
 Bangalore

EDUCATION

Bachelor of Commerce , General
Mount Carmel College (Autonomous)
2023 – 2026 | Bangalore
78%

PU (SEBA)
Mount Carmel PU College
2021 – 2023 | Bangalore
82.17%

10th (ICSE)
Kenneth George English School
2021 | Bangalore
79%

TECHNICAL SKILLS

- Advance Excel
- MS Word
- Powerpoint Presentation
- Typing (Fast and Accurate)
- Data Analysis and Interpretation
- Strong Organizational and Team Management

INTEREST

- Learning Digital Tools for Productivity and Communication.
- Volunteering.

LANGUAGES

- English
- Kannada
- Tamil
- Hindi

OBJECTIVE

Goal-driven and detail-oriented BCom student with a passion for business operations and management. Looking to build a strong career foundation through hands-on experience, continuous learning, and meaningful contribution to organizational growth.

INTERNSHIP

AVI Publishers

- Finance Assistant
05/2025 – 06/2025 | Bangalore
- Processed invoices, managed payment follow-ups, and ensured accurate record-keeping.
 - Assisted the finance team in preparing monthly expense and budget reports.
 - Handled vendor communication and payment coordination to ensure timely settlements.
 - Utilized MS Excel for data entry, tracking, and report Generation.

CERTIFICATION

Certified for Completing Hands on Master Class for Professional in Office and Tool Management
July 2025

Certified in Basic Concept of Digital Marketing , Alison
Aug 2025

Certificate if Achievement in Leadership and Teams
May 2025

EXTRACURRICULAR ACTIVITIES

Mount Carmel College

Member of Registration Team
Assisted the Registration Team by maintaining participant records in Excel and coordinating efficient on- site registration during college events.

Lions Club

Member
Actively volunteered in organizing blood donation and charity events, contributing to community service and outreach efforts.