

N A N D I T H A . M

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SUMMARY

Detailed-oriented Commerce student with practical experience in HR and operations, skilled in secondary research, documentation management, and data analysis. Improved workflow efficiency by increasing the accuracy and clarity of HR reports, and supported better operational decisions through accurate inventory and valuation reports. Proficient in MS Excel and known for delivering quality work with clear communication, strong attention to detail, and consistent performance. Seeking to leverage my analytical skills, problem-solving ability, and organized work style to support clear data insights and streamlined processes

EDUCATION

Bachelor of Commerce (Industry Integrated)

Mount Carmel College (Autonomous), Bangalore | CGPA: 7.78

INTERNSHIP EXPERIENCE

Archit Nuwood Industry Ltd – Human Resource Intern

- Supported recruitment by verifying candidate information, coordinating communication, and maintaining accurate employee records.
- Managed documentation and HR data with high attention to detail, ensuring consistency and compliance.
- Analyzed HR workflows in MS Excel to improve reporting accuracy and overall process efficiency.

Spastics Society of Karnataka – Operations & Administration Intern

- Performed stock valuation and prepared weekly inventory report and operational reports to support decision-making.
 - Coordinated and facilitated educational programs, ensuring smooth execution through effective stakeholder communication.
 - Enhanced administrative efficiency by validating data, organizing records, and standardizing process documentation.
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PROJECTS & EXTRACURRICULAR EXPERIENCE

Commerce Association – Resource Team Member

- Processed 200+ participant registrations with 100% accuracy, ensuring smooth event workflows.
- Maintained detailed records and reports to support large-scale event execution.

Student Council – Registration Core Team Member

- Planned and coordinated logistics and resources across multiple departments for college fests and initiatives.
 - Developed strong interpersonal and negotiation skills through stakeholder communication.
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TECHNICAL SKILLS

- **Software & Tools:** Microsoft Excel (Pivot Tables, VLOOKUP), Google Workspace, employee relation, AI-based Applications(Microsoft azure 900)

- **Data & Reporting:** Data analysis, operational reporting, process documentation
 - **Business Skills:** Understanding of financial statements (basic), Inventory management, workflow optimization,
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SOFT SKILLS

Communication | Presentation | Problem Solving | Collaboration | Time Management | Attention to detail | Adaptability

CERTIFICATIONS

- Project Management
- Stock Market (Basics)
- Microsoft Excel