



# MUSKAN FATHIMA

## CONTACT

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## EDUCATION

### BBA REGULAR

Mount carmel college      Bangalore,India  
Expected - may 2026

### I1TH AND I2TH

Mount carmel college      Bangalore,India  
Mar - 2023

## LANGUAGES

English

Hindi- reading and writing

## PERSONAL DETAILS

Nationality: Indian

Place of Residence: Bangalore,India  
D.O.B: 10-02-2005

## SKILLS

- Communication skills
- Teamwork
- Leadership
- Creativity
- Adaptability
- Discipline

## SUMMARY

Motivated and detail-oriented Bachelor of Business Administration (BBA) student with a strong academic foundation and growing interest in Human Resources, Marketing, Operations, and Sales. Possesses excellent communication, problem-solving, and organizational skills, combined with a proactive mindset and willingness to learn. Eager to apply theoretical knowledge to real-world business environments, contribute to team success, and gain hands-on experience through internships or entry-level opportunities.

## WORK EXPERIENCE

### CRADLE TO CRAYONS

Bangalore \_\_\_\_\_ 2023 – 2025

- Supported daily classroom activities for toddlers and nursery children, ensuring a safe, engaging, and nurturing environment.
- Assisted in managing schedules, coordinating learning activities, and maintaining classroom discipline.
- Communicated clearly with parents and staff, enhancing interpersonal and relationship-building skills.
- Helped plan and organize events like annual functions, festivals, and parent-teacher meetings, improving event coordination and multitasking abilities.
- Developed strong patience, emotional intelligence, and organizational skills — crucial for collaborative roles in HR, sales, and operations.

## CERTIFICATIONS AND VOLUNTEERING

### CERTIFICATION IN PROJECT MANAGEMENT

Bangalore, India

- assessment Gained practical understanding of project life cycles, stakeholder management, risk assessment, and budgeting.
- Applied project planning tools like Gantt charts, timelines, and task tracking in real or simulated scenarios.
- Strengthened skills relevant to operations, team coordination, and time management.

### CERTIFICATION IN FINANCIAL LITERACY

Bangalore, India

- Completed training on money management, financial planning, banking systems, and basic investment strategies.

### BUISNESS MANAGEMENT ASSOCIATION- CORE TEAM

Bangalore, India

- Collaborated with peers to manage schedules, registrations, and on-ground execution.
- Contributed to creating an engaging experience for participants and attendees.