

Pooja S

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Pooja Subramani

Bangalore, India

EDUCATION

Bachelor Of Business Administration

Mount Carmel College (CGPA:8.2)

Intermediate

Schoenstatt St Mary's PU College (90%)

SSLC

Schoenstatt St Mary's High School (81%)

SKILLS

- Excel
 - Word
 - Basic Tableau - graphical representations
 - Ability to work in a team
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LANGUAGES SPOKEN

- English
 - Tamil
 - Kannada
 - Hindi
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CAREER OBJECTIVE

BBA student seeking a full-time role to apply academic knowledge and gain practical experience in a dynamic business environment. Passionate about understanding business operations, driving results, and contributing effectively to organizational growth

WORK EXPERIENCE

Role- Admin Associate Intern

Company- Tribal Brew Coffee

Skills gained- Sales Reporting, Data Management & Documentation, Vendor Coordination, Meeting Scheduling & Calendar Management, Event Planning & Hosting, Basic Sales Strategy Support, Recipe & Instruction Management

EXTRA CURRICULAR ACTIVITIES

- Job Simulation -Data Analytics Job Simulation Risk Job Simulation
- Volunteering for events, camps in NSS

CERTIFICATES

- Certificate of completion - Financial Literacy course
- Certificate of completion - Advanced Excel course
- Azure AI Fundamentals Certification.