

RABIYA SULTANA

Student

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PROFILE SUMMARY/ CAREER OBJECTIVE

I am a motivated and adaptable individual with strong interpersonal skills and a sharp eye for detail. My ability to learn quickly allows me to grasp new concepts and tools efficiently, making me well-suited for dynamic work environments. I approach every task with responsibility, enthusiasm, and a commitment to delivering high-quality outcomes. With a strong sense of professionalism and a willingness to grow, I am eager to begin my career journey and contribute meaningfully to any organization I become a part of.

AWARDS & CERTIFICATIONS

- 1ST PLACE IN MARKETING EVENT HOSTED BY MS. RAMAIAH COLLEGE ARTS, SCIENCE AND COMMERCE, AUTONOMOUS
- HINDI TOPPER- 2ND PUC
- GENERAL PROFICIENCY—CLASS 10
- MS OFFICE (COURSE)
- TALLY PRIME WITH GST (COURSE)

TECHNICAL SKILLS

- Microsoft Office
- Advanced Excel
- Canva
- Power BI

SOFT SKILLS

- Analytical Thinking
- Detail Oriented
- Goal Oriented
- Accountable
- Time Management

WORK EXPERIENCE

Sparsh Group of Hospitals JUNE-JULY 2025

Interned with the HR department at Sparsh Group of Hospitals (June-July 2025), assisting in HR database creation, documentation, and daily operations, while gaining practical exposure to core HR functions.

Teach For India JAN-MARCH 2025

Volunteered as an educator with Teach For India (Jan-Mar 2025), supporting classroom learning in a low-income school through activity-based teaching and comprehension-focused content, while strengthening adaptability and interpersonal skills.

EDUCATION

Master of Commerce 2024-Present

Mount Carmel College, Autonomous
CGPA - 8.45 (Sem 1)

Bachelor of Commerce 2021-2024

Mount Carmel College, Autonomous
CGPA- 8.15 (aggregate)
Open elective - Economic Zoology, Statistical Inference with Excel, Business Mathematics, Financial Literacy, Artificial Intelligence and Advanced Excel.

Pre-University(2nd PUC) 2019-2021

Mount Carmel PU College
Percentage secured - 90%
Course: Mathematics, Economics, Business and Accountancy.

Secondary Education (SSLC) 2016-2019

St. Joseph's Convent Girl's High School
Percentage secured - 90.24%