

# N A N D I T H A . M

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## SUMMARY

A highly motivated and ambitious Commerce student with internship experience in HR and nonprofit operations, bringing strong communication, problem-solving, and stakeholder engagement. Skilled in process documentation, data management, and Excel, with exposure to AI-driven process improvement and operational efficiency. A fast learner and achiever with a consultative approach, eager to build relationships and drive results while contributing to global fintech environment.

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## EDUCATION

### Bachelor of Commerce (Industry Integrated)

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

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## INTERNSHIP EXPERIENCE

### Archit Nuwood Industry Ltd – Human Resource Intern

- Assisted HR team in recruitment coordination, employee records management, and documentation.
- Collaborated with HR professionals on day-to-day tasks, demonstrating adaptability and problem-solving.
- Provided administrative and organizational support to ensure smooth HR operations.

### Spastics Society of Karnataka – Intern

- Assisted in educational sessions for differently-abled individuals, enhancing communication and organizational awareness.
- Applied commerce knowledge in stock valuation and inventory management.
- Supported administrative and documentation tasks, strengthening record-keeping and data management skills.

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## TECHNICAL SKILLS

- Software & Tools:** Microsoft Excel (Pivot Tables, VLOOKUP), AI Applications (Machine Learning, Document Intelligence)
- Core Competencies:** Process Documentation, Data Analysis, Risk Management, Operational Efficiency, Business Reporting, Stakeholder Communication

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## SOFT SKILLS

Problem Solving | Team Collaboration | Communication & Presentation | Time Management | Adaptability

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## EXTRACURRICULAR ACTIVITIES

### Commerce Association – Resource Team Member

- Managed and processed high-volume registrations, ensuring accuracy and compliance in participant data.
- Maintained detailed records and streamlined workflows, contributing to successful execution of large-scale events.

**Student Council – Registration Core Team Member**

- Facilitated resource planning and allocation to support college fests and student-led initiatives.
  - Coordinated logistics and stakeholder communication to ensure seamless execution of multi-departmental events.
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**CERTIFICATIONS**

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