

Astha Jain

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OBJECTIVE	
A motivated Business Administration student with a strong interest in finance , seeking an entry-level role to apply analytical skills and business fundamentals. I am result oriented , methodical , and excel at managing priorities with a positive outlook . I am looking forward to using my time effectively and am enthusiastic about taking on new responsibilities to build practical knowledge, and grow professionally in my career.	
EDUCATION	
Mount Carmel College, Autonomous - Bengaluru Bachelors of Business Administration CGPA: 9.1/10	2023-2026
The Assam Valley School - Assam High School Diploma, Commerce (ISC) CGPA: 8.8/10	2021-2023
SKILLS	
• Financial Analysis • Communication • Leadership • Microsoft Excel • Data Analysis • Problem Solving	
PROFESSIONAL EXPERIENCE	
Digital Banking Intern, HDFC Bank • Collected customer feedback data, analyzed trends, that contributed to an internal presentation on digital banking features • Onboarded 50+ customers to digital products, resulting in a 15% increase in mobile app registrations over two months • Supported team in resolving customer queries on the digital banking products, improving overall client satisfaction scores	May - July 2024
Public Relations Intern, Youth India Foundation, Karnataka • Coordinated logistics for 3 key events, resulting in a 20% growth in average event attendance compared to previous quarters • Generated high quality leads and engaged through personalized invitations and reminders to enhance guest attendance by 15% • Managed guest and stakeholder communications, improving brand visibility and building partnerships for future events	March - May 2024
POSITION OF RESPONSIBILITY	
Event Head, Business Quiz - Business Management Association • Organized and executed inter-college business quizzes, increasing participant turnout by 30% over the previous year	Aug 2023 - Present
Core Member, Sales-Innovation, Incubation and Entrepreneurship Cell • Designed and implemented marketing strategies to promote the startup corner “Utkarsta”, resulting in a 18% rise in footfall	Aug 2023 - Present
House Prefect, Student Prefectorial Body - The Assam Valley School • Coordinated house-wide participation in inter-house competitions and events, leading to five podium finishes in one term	March 2022 - April 2023