

RISHITA PRADHAN

FEMALE, AGE:21

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CAREER OBJECTIVE

Motivated B.Com student with Finance as an elective, strong analytical, communication, and organizational skills, and an 8.4 CGPA, seeking an entry-level position as an Operations Analyst. Eager to apply problem-solving abilities and academic knowledge to improve efficiency, support business decisions, and contribute to organizational growth.

EDUCATION

		MOUNT CARMEL COLLEGE,	8.4(4	
B. Com GENERAL	2023-2026	BANGALORE	SEMESTERS)	Dept. Rank
ISC (Class XII)	2023	ST. XAVIER'S SCHOOL, RANCHI	90%	Rank in class
ICSE (Class X)	2021	LORETO CONVENT, RANCHI	91%	Rank in class

ACADEMIC ACHIEVEMENTS AND AWARDS

- Secured 3rd rank in Commerce stream in Class 12 Board Examinations at school level.
- Subject Topper in Economics (2023).
- Successfully completed Certification Course in GST with Tally.

POSITIONS OF RESPONSIBILITY

Core Team Member(Social Media), Indian Knowledge System Association, Mount Carmel College (Aug 2025 - Ongoing)

- Manage social media and PR, including Instagram page handling.
- Record and edit videos; collaborate on creative content for outreach.

Class Representative, Grade 11 (2021-2022)

- Assisted teachers in class management and announcements.
- Represented classmates in discussions with teachers.
- Helped organize class activities.

EXTRA-CURRICULAR ACTIVITIES AND ACHIEVEMENTS

- 2nd place, inter-School group Fusion Dance competition (2023)
- Awarded appreciation certificate as top 10 toppers at school level (Class 12, 2023)
- Created reels for college association

OTHER INFORMATION

- **Languages:** English, Hindi, Nepali, German (Basics)
- **Technical skills:** Tally, MS Office, Social Media management, Content Creation
- **Professional Skills:** Communication, Negotiation, Presentation, Teamwork, Team Management
- **Strengths:** Work well under pressure, multitasking, delivering quality results
- **Social media:** Collaborated with brands on Instagram campaign and content creation
- **Interest and Hobbies:** Reading, Dancing, Content Creation