

VB BHAVITHA

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SUMMARY

Results-driven B.Com graduate with strong communication, negotiation and customer-handling skills. Skilled in understanding customer needs, building rapport, and presenting solutions clearly. Experienced in market research, brand communication projects, and working with data for decision-making. Quick learner with a positive attitude, able to adapt fast in high-pressure sales environments. Looking for a sales role to apply my relationship-building ability, problem-solving mindset, and passion for delivering measurable results.

EDUCATION

- **BACHELOR OF COMMERCE – MOUNT CARMEL COLLEGE AUTONOMOUS, BENGALURU**
 - **PRE-UNIVERSITY (CEBA) – BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE, BENGALURU**
 - **CBSE (CLASS 10) – ITI CENTRAL SCHOOL**
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INTERNSHIPS

Business operation Intern at Bright Tech Insulations, Bengaluru Jan 2022- Jan 2023

- Maintained 100% GST compliance, improving financial process accuracy.
- Handled client coordination, reconciliations, and documentation.
- Supported operations with quotations, tender submissions, and reporting.
- Gained hands-on experience in process control, documentation accuracy.

CONTENT intern @ KSHITIKSHA FOUNDATION Jan 2025- Feb 2025

- Developed content on social and environmental initiatives.
 - Assisted in campaign planning and coordination.
 - Gained exposure to community engagement and awareness-building strategies..
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PROJECTS

Project : TATA ESG Stimulation project

- Proposed strategies balancing profitability, ESG compliance, and operational risk controls.
 - Analyzed sustainability metrics and long-term business impact
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SKILLS

TECHNICAL SKILLS

- MS EXCEL
- MS POWERPOINT
- MARKET RESEARCH & ANALYSIS
- DIGITAL MARKETING BASICS
- BUSINESS DOCUMENTATION
- DATA INTERPRETATION
- TREND ANALYSIS

SOFT SKILLS

- ANALYTICAL THINKING
- PROBLEM-SOLVING
- ATTENTION TO DETAIL
- COMMUNICATION
- COLLABORATION
- TIME MANAGEMENT
- ADAPTABILITY

Academic achievements and awards

- Awarded Distinction by Bishop Cotton Women's Christian College for academic excellence.
- Awarded Completion of CMA Foundation exam by Institute of Cost and Management Accountants of India (ICMAI)