

OBJECTIVE

Motivated and adaptable B.Com student specializing in Business Process Services, looking to apply my communication, research, and documentation skills in a professional environment. With experience in client coordination and workflow management, and growing skills in Excel, Python for Finance, and financial statement understanding, I aim to contribute effectively while building strong knowledge in finance as a CFA Level 1 aspirant.

PROFILE

Ambitious B.Com student with prior experience in a pre-sales team, skilled in client coordination, process documentation, and performance tracking. Currently enhancing financial knowledge through CFA candidate, August 2026. Enabling effective use of spreadsheets, dashboards, and data analysis. Possesses strong communication skills, analytical thinking, and a keen interest in finance, with the ability to collaborate across diverse teams and contribute to operational efficiency and strategic objectives.

LANGUAGE KNOWN

English , Hindi ,
Kannada , Tamil, Marathi

SKILLS

- MS Excel for data organization and basic analysis
- Tableau for simple finance and data tasks Strong written and verbal communication
- Clear and accurate report/document preparation
- Good at understanding and summarizing information
- Attention to detail while reviewing data
- Efficient multitasking and time management
- Ability to research and present information clearly
- Strong teamwork and coordination skills

HARINI L V

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EDUCATION

Bachelor of Commerce (B.Com) – Business Process Services

Mount Carmel College, Bengaluru | 2023 – 2026

Pre-University – St. Joseph Composite PU College | 2021 – 2023

Percentage: 81%

10th (ICSE) – SSB International School | 2020 – 2021

Percentage: 81%

WORK EXPERIENCE (Intern)

Pre-Sales Executive

Fortune One Build Co. | Jan 2025 – Mar 2025

- Conducted primary and secondary research to identify and qualify potential leads.
- Prepared documentation and structured reports for the sales pipeline, improving clarity and follow-ups.
- Coordinated with clients and internal teams to ensure timely communication and accuracy of information.
- Organized and tracked client visit schedules, ensuring process efficiency and adherence to timelines.
- Maintained professional communication to support relationship management.

EXTRACURRICULAR ACTIVITIES & INTERESTS

Core Team Member – MCCIIIE (Innovation, Incubation & Entrepreneurship Cell)

- Increased student engagement by contributing research-based content for entrepreneurship events, workshops, and social media campaigns.
- Collaborated with a cross-functional team to streamline content creation, improving event preparation efficiency by 20%.

Interests: Business research, Financial and Investment Analysis, Compliance and risk awareness, Data handling and continuous learning through online certifications.