

# MANVITHA .S

Contact - +91 7349344223

Email Id - manvithasatish03@gmail.com

Location - Bengaluru

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## SUMMARY

A detail-oriented MBA student with strong communication and organizational expertise gained through internships and leadership in managing intercollegiate events. Proven track record in research, teamwork, actively committed to continuous learning and eager to contribute effectively in business environments by leveraging the skills to drive positive outcomes and ongoing professional growth.

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## EDUCATION

### MASTERS IN BUSINESS ADMINISTRATION

2024 - Present

Mount Carmel College, Autonomous - Bengaluru

- Specialization in Finance
- CGPA - 8.35 (First year)

### BACHELOR OF COMMERCE

2021 - 2024

MES College of Arts, Commerce and Science - Bengaluru

- Specialization in Accounts and Finance
  - CGPA - 9.35
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## WORK EXPERIENCE

### KAVERI POLY INFRA MATERIAL SUPPLIERS - INTERN

Sep 2025

- Recorded purchase invoices, petty cash items, payments and receipts summary into accounting software(Tally).
- Maintained digital & physical filing system for invoices, payments and delivery notes.
- Understanding of GST basics (input vs output), invoice components, TDS basics.

### MSSV & CO. - INTERN

Feb 2024

- Focused on documentation and organization of clients files.
- Assisted in vouching — checking supporting documents for accounting entries.
- Clarity on the basic concepts of Income Tax computation for individuals.

### MITU FOUNDATION - INTERN

July 2023

- Conducted small surveys and interviews to understand community needs related to livelihood of street vendors.
  - Actively engaged in events and exhibitions held at ChitraKala Parishath.
  - Participated in workshops and sessions that provided awareness on women empowerment.
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## PROFESSIONAL SKILLS

### • TEAMWORK AND ADAPTABILITY

Ability to work well with a team and adapt to changing situations.

### • COMMUNICATION AND SCHEDULING

Strong articulator with a sense of effective time management skills.

### • PROBLEM SOLVING AND PASSIONATE

Focused on identifying, creating new and improved solutions.

### • ENTHUSIASTIC EXPLORER

Eager to excited to learn and implement the new skill sets.

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## **TECHNICAL SKILLS**

- Power BI
  - MS Excel
  - MS PPT
  - Tableau
  - MS Word
  - Tally
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## **TRAINING AND COURSES**

### **• BUSINESS ETHICS**

A syllabus designed by Saylor Academy for better understanding of professional conduct.

### **• TALLY**

An advanced accounting software course provided by the Tally Institute.

### **• BUSINESS INTELLIGENCE USING POWER BI**

A two day workshop conducted by Skill Nation.

### **• SOFT SKILLS AND EMPLOYABILITY COURSE**

A professional development training on interpersonal skills and technical skills(MS Office tools)

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## **EXTRA CURRICULAR ACTIVITIES**

### **• EUPHORIA 2025**

Coordinated the Euphoria 2025, an Inter-collegiate Management event.

### **• RESEARCH PAPER**

Productively did a thorough research on Electric Vehicles and E-Mobility and presented at a National Conference.

### **• CHAKRAVYUH 2024**

Successfully organized the Chakravyuh 2024, an Inter-collegiate Commerce event.

### **• ROTARACT CLUB**

Active member during the entire UG program.

### **• YOUTH RED CROSS**

Volunteered for the activities during the final year of UG program.

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## **PERSONAL DETAILS**

- DOB - 15/06/2003
  - Languages - English, Kannada, Hindi
  - Nationality - Indian
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