

D SNEHA

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☎ 9448661404

📍 Bangalore

🎓 EDUCATION

Bachelor of Commerce , General

Mount Carmel College (Autonomous)

2023 – 2026 | Bangalore

78%

PU (SEBA)

Mount Carmel PU College

2021 – 2023 | Bangalore

82.17%

10th (ICSE)

Kenneth George English School

2021 | Bangalore

79%

🧠 TECHNICAL SKILLS

- Advance Excel
- MS Word
- Powerpoint Presentation
- Typing (Fast and Accurate)
- Data Analysis and Interpretation
- Strong Organizational and Team Management

🔑 INTEREST

- Learning Digital Tools for Productivity and Communication.
- Volunteering.

🌐 LANGUAGES

- English
- Kannada
- Tamil
- Hindi

📋 OBJECTIVE

Goal-driven and detail-oriented BCom student with a passion for business operations and management. Looking to build a strong career foundation through hands-on experience, continuous learning, and meaningful contribution to organizational growth.

💼 INTERNSHIP

AVI Publishers

Finance Assistant

05/2025 – 06/2025 | Bangalore

- Processed invoices, managed payment follow-ups, and ensured accurate record-keeping.
- Assisted the finance team in preparing monthly expense and budget reports.
- Handled vendor communication and payment coordination to ensure timely settlements.
- Utilized MS Excel for data entry, tracking, and report Generation.

📜 CERTIFICATION

Certified for Completing Hands on Master Class for Professional in Office and Tool Management

July 2025

Certified in Basic Concept of Digital Marketing , Alison

Aug 2025

Certificate of Achievement in Leadership and Teams

May 2025

🔑 EXTRACURRICULAR ACTIVITIES

Mount Carmel College

Member of Registration Team

Assisted the Registration Team by maintaining participant records in Excel and coordinating efficient on- site registration during college events.

Lions Club

Member

Actively volunteered in organizing blood donation and charity events, contributing to community service and outreach efforts.