

# B H A R A N I S

FE M A LE, 2 1

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EM AI L ID: B H A R A N I B A N N S @ G M A I L . C O M

## OBJECTIVE

Seeking a challenging position in a reputed organization that offers opportunities for career development and allows me to apply my academic knowledge in real-world business situations.

## INTERNSHIP/S

Bhavana Clothing, Bangalore -

MAY-JUNE 2025

### Administrative Assistant

- Recorded and maintained accurate daily transaction entries for sales in/out, ensuring error-free documentation.
- Assisted in verifying and preparing employee salary details by tracking attendance and leave records.
- Maintained Excel-based records for easy reporting and reference.
- Supported smooth office administration by coordinating with staff and ensuring proper filing of documents.

## ACADEMIC PROJECTS

### Project 1: PNB–Nirav Modi Fraud (2018)

- Brief:** Analyzed banking fraud involving misuse of Letters of Undertaking.
- Role:** Researched financial data, compliance gaps, and risk management; summarized key insights.
- Result:** Proposed audit and compliance improvements; gained understanding of corporate fraud detection

### Project 2: Enron Accounting scandal Case Study Project

- Brief:** Studied Enron scandal focusing on corporate governance and financial reporting failures.
- Role:** Analyzed financial statements and identified misuse of accounting practices.
- Result:** Presented insights and recommendations on ethics and transparency in business.

### Project 3: Hakki Piki Tribal Community Case Study, Karnataka

- Brief:** Field project on Hakki Piki community's livelihood and wildlife interaction.
- Role:** Conducted on-site study and documented cultural practices.
- Result:** Presented findings on conservation challenges and sustainable practices.

## SKILLS

- Analytical and problem-solving mindset
- Strong command of excel and power point
- Excellent communication and teamwork abilities
- Ability to manage multiple projects in fast faced environment
- Interest in financial service and global markets

## POSITIONS OF RESPONSIBILITY

### Volunteer Lead, U&I NGO (2023-24)

- Role:** Organized and conducted educational sessions for underprivileged children; managed logistics and volunteer schedules.
- Recognition:** Contributed 55 hours of impactful community service; recognized by NGO coordinator



