

S.Varshitha

Varshithas1212@gmail.com | +91 9620713023 | Bengaluru

Summary

A dedicated and business-savvy commerce graduate with a keen interest in finance, accounting, and business strategy. Well-versed in financial principles, reporting, and data analysis, with proficiency in MS Excel and accounting software. Demonstrates strong analytical thinking, problem-solving abilities, and effective collaboration skills. Eager to contribute to a growth-oriented organization and build a successful career in the corporate domain.

Education

- Bachelor of Commerce (Professional) – Mount Carmel College , Bengaluru – Aggregate Percentage – 66% , 2026.
- Pre -University Course – Commerce (Computer Science Minor)- Mount Carmel Pre-University , Bengaluru – Percentage - 83.17% , 2023.
- ICSE Board Examination – St.Mary's Public School , Bengaluru – Percentage – 79% , 2021.

Experience

- **Fortune One (Pre-Sales Executive)** May 2025
 - Conducted outbound calls to potential clients to promote residential and commercial real estate projects.
 - Explained property features, pricing, and project details to generate interest and qualify leads.
 - Maintained and updated lead database & tracked follow-ups and client interactions.
- **Global Packaging Machinery (Administrative Assistant)** April 2024-May2024
 - Handled daily office tasks including filing, document preparation, and data entry.
 - Assisted in coordinating meetings and maintaining basic office organization.
 - Provided support to senior staff with routine administrative and communication tasks.
- **V.R Events (Finance Intern)** April 2023 – May 2023
 - Collected and compared vendor quotations for event-related services and presented cost-effective options to management.
 - Assisted in budgeting and cost analysis, ensuring accurate profit margin calculations and financial planning.
 - Coordinated with vendors and clients to finalize pricing, communicate approved budgets, and support procurement decisions.

Co-Curricular Activity

- Basics Of Digital Marketing (Online Resources)

Skills

- Microsoft Office
- MS Excel
- MS Powerpoint & Canva
- Communication
- Negotiation
- Team Collaboration
- Critical Thinking
- Problem Solving

Hobbies

- Badminton
- Food Enthusiast
- Music Junkie