

SYEDA AAMNA FATHIMA

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SUMMARY

Enthusiastic and adaptable BBA (Business Analytics) student at Mount Carmel College (NAAC Grade A) with strong communication, negotiation, and relationship-building skills. Served as Secretary – Hindi Association (2024- 2025), overseeing multi-sector recruitment, onboarding, and event coordination. Recognised for teamwork, adaptability, and curiosity to learn.

SKILLS

Core Skills

- Negotiation & Communication – Skilled in conducting interviews and leading discussions
- Adaptability – Thrive in dynamic, cross-functional environments
- Relationship Building – Develop trust and long-term collaboration
- Event Coordination – Plan and execute cultural and academic initiatives

Technical Skills

- Microsoft Excel – formatting, formulas, basic analysis
- Microsoft Word & PowerPoint – document creation and business presentations

EDUCATION

Bachelor of Business Administration – Business Analytics

Mount Carmel College Autonomous | 2023 – 2026

CGPA: 8.51 (77.6%)

II PUC (CEBA) – Carmel PU College | 91%

LEADERSHIP & VOLUNTEERING

Secretary – Hindi Association (2024–2025)

- Led recruitment drives for 5 sectors within the association, conducting structured interviews and evaluations
- Developed clear selection criteria for fair and effective member onboarding.
- Coordinated integration of new members into respective teams.
- Organised cultural and academic events with high participation and smooth execution.
- Strengthened association presence and community engagement during tenure.

Volunteer – U&I NGO

- Taught English to underprivileged children, planned engagement activities, and led mini fundraising.
- Recognised as Top Campaigner and for High Impact Contribution.

CERTIFICATIONS

- High Impact & Top Campaigner Awards – U&I NGO
- English Proficiency Certificate

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Urdu (Fluent)
- Turkish (Basic)