

RABIYA SULTANA

Student

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Bangalore

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PROFILE SUMMARY/ CAREER OBJECTIVE

I am a motivated and adaptable individual with strong interpersonal skills and a sharp eye for detail. My ability to learn quickly allows me to grasp new concepts and tools efficiently, making me well-suited for dynamic work environments. I approach every task with responsibility, enthusiasm, and a commitment to delivering high-quality outcomes. With a strong sense of professionalism and a willingness to grow, I am eager to begin my career journey and contribute meaningfully to any organization I become a part of.

AWARDS & CERTIFICATIONS

- 1ST PLACE IN MARKETING EVENT HOSTED BY MS. RAMAIYAH COLLEGE ARTS, SCIENCE AND COMMERCE, AUTONOMOUS
- HINDI TOPPER- 2ND PUC
- GENERAL PROFICIENCY—CLASS 10
- MS OFFICE (COURSE)
- TALLY PRIME WITH GST (COURSE)

WORK EXPERIENCE

Sparsh Group of Hospitals

JUNE-JULY 2025

Interned with the HR department at Sparsh Group of Hospitals (June–July 2025), assisting in HR database creation, documentation, and daily operations, while gaining practical exposure to core HR functions.

Teach For India

JAN-MARCH 2025

Volunteered as an educator with Teach For India (Jan–Mar 2025), supporting classroom learning in a low-income school through activity-based teaching and comprehension-focused content, while strengthening adaptability and interpersonal skills.

TECHNICAL SKILLS

- Microsoft Office
- Advanced Excel
- Canva
- Power BI

EDUACATION

Master of Commerce

2024–Present

Mount Carmel College, Autonomous

CGPA – 8.45 (Sem 1)

Bachelor of Commerce

2021-2024

Mount Carmel College, Autonomous

CGPA- 8.15 (aggregate)

Open elective - Economic Zoology, Statistical Inference with Excel, Business Mathematics, Financial Literacy, Artificial Intelligence and Advanced Excel.

Pre-University(2nd PUC)

2019-2021

Mount Carmel PU College

Percentage secured – 90%

Course: Mathematics, Economics, Business and Accountancy.

Secondary Education (SSLC)

2016-2019

St. Joseph's Convent Girl's High School

Percentage secured – 90.24%

SOFT SKILLS

- Analytical Thinking
- Detail Oriented
- Goal Oriented
- Accountable
- Time Management