

NAMITHA BAIJU

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I am a BBA student with a strong focus on achieving outcomes, possessing notable interest in management and assuming leadership responsibilities. I have demonstrated exceptional leadership capabilities in my Internship. I have a proven track record of enhancing team performance, fostering customer loyalty, and cultivating collaborative alliances.

AWARDS & ACHIEVEMENTS

1st Place – BUSINESS
PERSONA PRESENTATION at
St. Joseph's Institute
of Management (SJIM)

1st Place – BUSINESS PERSONA
PRESENTATION at Kristu Jayanti
College(KJC)

Received an Appreciation
Certificate for significant
contributions to the success of
Mount Carmel College Fest.

PROFESSIONAL EXPERIENCE

20 PLUS PERCENT

Mar 2025-Aug 2025

HUMAN RESOURCE MANAGER

- Used Click-Up to manage and organize team tasks.
- Tracked progress, and set deadlines.
- Sent professional emails through Titan for communication, follow-ups, and scheduling purposes.
- Scheduled and coordinated meetings efficiently with team members and candidates.
- Assisted in maintaining workflow and ensuring timely task completion.

HEAD TEAM MEMBER

Jun 2023- Present

MOUNT CARMEL COLLEGE

- Represented the college in Corporate Walk for two consecutive years at various inter- college fests.
- Currently the Head of Corporate Walk, demonstrating leadership potential and commitment.
- Interviewed and trained new members for the team.
- Helped increase the recruitment for association.

Volunteering Experience

- Helped a class of 800 students in teaching them about life skills and educational opportunities .
- Conducted social media campaign and helped organize for events.
- Volunteered and spent 60+ hours in NGO teaching program.
- Held workshops for Fundings.

EDUCATION

Mount Carmel College

Bachelors in Business Administration
CGPA- 78%

2023- 2026

Mount Carmel College

XII
State Board - 89%

2023

Anthony Claret School

X

ICSE- 91 %

CERTIFICATIONS

CAPITAL MARKETS - Mount Carmel College

FINANCIAL LITERACY - Coursera

DIGITAL MARKETING - Udemy

SKILLS

TECHNICAL SKILLS

CLICKUP • MICROSOFT WORD, EXCEL, POWERPOINT • GOOGLE DOCS, SHEETS, FORMS • ZOOM, GOOGLE MEET, MICROSOFT TEAMS • EMAIL COMMUNICATION

LANGUAGES

English

Hindi

References are available on request.