

# VB BHAVITHA

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## SUMMARY

Results-driven B.Com graduate with strong communication, negotiation and customer-handling skills. Skilled in understanding customer needs, building rapport, and presenting solutions clearly. Experienced in market research, brand communication projects, and working with data for decision-making. Quick learner with a positive attitude, able to adapt fast in high-pressure sales environments. Looking for a sales role to apply my relationship-building ability, problem-solving mindset, and passion for delivering measurable results.

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## EDUCATION

- **BACHELOR OF COMMERCE – MOUNT CARMEL COLLEGE AUTONOMOUS, BENGALURU**
  - **PRE-UNIVERSITY (CEBA) – BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE, BENGALURU**
  - **CBSE (CLASS 10) – ITI CENTRAL SCHOOL**
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## INTERSHIPS

**Business operation Intern at Bright Tech Insulations, Bengaluru Jan 2022- Jan 2023**

- **Maintained 100% GST compliance, improving financial process accuracy.**
- **Handled client coordination, reconciliations, and documentation.**
- **Supported operations with quotations, tender submissions, and reporting.**
- **Gained hands-on experience in process control, documentation accuracy.**

**CONTENT intern @ KSHITIKSHA FOUNDATION Jan 2025- Feb 2025**

- Developed content on social and environmental initiatives.
  - Assisted in campaign planning and coordination.
  - Gained exposure to community engagement and awareness-building strategies..
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## PROJECTS

**Project : TATA ESG Stimulation project**

- Proposed strategies balancing profitability, ESG compliance, and operational risk controls.
  - Analyzed sustainability metrics and long-term business impact
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## SKILLS

### TECHNICAL SKILLS

- **MS EXCEL**
- **MS POWERPOINT**
- **MARKET RESEARCH & ANALYSIS**
- **DIGITAL MARKETING BASICS**
- **BUSINESS DOCUMENTATION**
- **DATA INTERPRETATION**
- **TREND ANALYSIS**

### SOFT SKILLS

- **ANALYTICAL THINKING**
  - **PROBLEM-SOLVING**
  - **ATTENTION TO DETAIL**
  - **COMMUNICATION**
  - **COLLABORATION**
  - **TIME MANAGEMENT**
  - **ADAPTABILITY**
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## Academic achievements and awards

- o Awarded Distinction by Bishop Cotton Women's Christian College for academic excellence.
- o Awarded Completion of CMA Foundation exam by Institute of Cost and Management Accountants of India (ICMAI)