

# ELHAM MUJIB

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Bangalore

## PROFILE

Business Administration student currently studying in Mount Carmel College Autonomous (3rd year). I'm ready to kickstart my career and dive into my first work experience with passion and dedication. I'm looking forward to learning, growing, and making a meaningful impact and add value in corporate world.

## EDUCATION

### PRIMARY EDUCATION -

International Indian School Al Jubail (2010-2019)

Pristine Public School (2019-2021)

### SECONDARY EDUCATION -

Mount Carmel PU College

Course- SEBA (2021-2023)

### COLLEGE-

Currently- Mount Carmel College  
3rd year (2026)

## EXTRA-CURRICULAR EXPERIENCE

- Worked as a finance assistance in small business Ammi ki biryani. Managed accounts payable and accounts receivable functions, ensuring timely and accurate processing of invoices and payments. Monitored cash flow and assisted in forecasting financial trends.
- Currently working as a head of student council sector. Demonstrated strong teamwork and communication skills in high-pressure situations to maintain event safety standards.
- Participated in a concept proposal event held by 92.7 big FM.

## CERTIFICATION

- Studied Web Technologies
- Beginner in ITM
- Completed a certified course in Financial Literacy
- Completed a Certified AI learning course with Azure AI
- Completed a certified course of Digital Marketing with AI

## LANGUAGES

- English
- Urdu
- Hindi
- Kannada (beginner)

## SKILLS

- |                         |                         |
|-------------------------|-------------------------|
| • Teamwork              | • Relationship Building |
| • Verbal communication  | • Creativity            |
| • Written communication |                         |
| • Problem solving       |                         |
| • Adaptability          |                         |

- |                       |
|-----------------------|
| • MS Excel (beginner) |
| • Slide Presentation  |
| • Canva               |