

**SUPRIYA.D**

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Summary	Commerce student with academic grounding and practical experience in Human Resources, Finance, and Operations. Demonstrated strengths in team coordination, vendor management, and event logistics through involvement in institutional committees and student-led initiatives.			
Education	Mount Carmel College Army Public School	2023-26 2023		
Work Experience	<div><div>RM Events</div><div>Business Analyst Intern</div><div><div>18 July 2025 - Present</div><div><div><div><div>Conducted data mining and managed Excel databases to support event operations.</div><div>Coordinated with international vendors to arrange event setup and logistics.</div><div>Connected with delegates via LinkedIn and provided detailed event briefings.</div><div>Assisted in the overall operations of an international event on accounting and taxation.</div></div></div></div></div><div><div>High Horse</div><div>Business Development Intern</div><div><div>05/05/2025</div><div><div><div>Utilised an AI sales platform to generate and refine target leads.</div><div>Sourced and verified Point of Contact (POC) details for target customers.</div><div>Populated and maintained company databases with accurate, verified information.</div><div>Consistently met daily acquisition targets for lead generation and data enrichment.</div></div></div></div></div><div><div>Yours Tutor</div><div>High School Tutor</div><div><div>24/06/2025</div><div><div><div>Provided online academic support to a Class 12 student, was able to understand the learning gaps of the student and implemented new techniques to improve the student's performance through personalised guidance.</div></div></div></div></div></div>			
Campus Involvement	<div><div>Stalls Sector Student Council</div><div>Core Team Member</div><div><div><div>Coordinated and negotiated with 10+ vendors for college fests, securing agreements that met vendor requirements.</div><div>Ensured all vendor requirements were met for stall setup and operations.</div></div></div></div> <div><div>Logistics Sector Commerce Association</div><div>Core Team Member</div><div><div><div>Managed crowd control for events with 500+ attendees, providing technical support that ensured smooth event operations.</div><div>Ensured event needs were met and events were completed smoothly.</div></div></div></div> <div><div>Stalls Sector Commerce Association</div><div>Core Team Member</div><div><div><div>Oversaw the setup of stalls for various events.</div><div>Managed theft prevention and crowd control.</div></div></div></div> <div><div>Entrepreneurial Club</div><div>Event Organizer</div><div><div><div>Participated in planning and executing events to promote handmade items.</div></div></div></div>			
Volunteering	<div><div>U&amp;I Trust</div><div>Teacher Volunteer</div><div><div><div>Provided academic support to children from underserved backgrounds, teaching basic English.</div></div></div></div>			
Certifications	<div><div>Project Management Fundamentals</div><div>IBM</div><div><div>Building Chatbots</div><div>IBM</div></div></div>			
Skills	<div><div>Technical Skills</div><div>Microsoft Word, PowerPoint, Canva, Microsoft Excel, Python, SQL, Tableau (Basic)</div></div>			
Languages	<div><div>English, Malayalam, Hindi, Kannada, Tamil</div></div>			