

N A N D I T H A . M

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SUMMARY:

Goal-driven Commerce student with hands-on experience in stakeholder communication, candidate coordination, and program execution across HR and non-profit environments. Demonstrated ability to engage with customers, resolve queries, manage high-volume interactions, and maintain structured data for decision-making. Strong communicator with disciplined follow-through, eager to apply persuasion, customer handling, and reporting skills to drive onboarding, counselling, and sales outcomes.

EDUCATION

Bachelor of Commerce (Industry Integrated)

Mount Carmel College (Autonomous), Bangalore | CGPA: 7.78

INTERNSHIP EXPERIENCE

Archit Nuwood Industry Ltd – Human Resource Intern

- Communicated with 120+ candidates, providing updates, clarifying requirements, and resolving queries, showcasing strong client-facing communication.
- Maintained structured follow-ups and updated HR trackers, ensuring timely movement of leads through the hiring and onboarding pipeline.
- Improved reporting accuracy by organizing HR data in Excel, enabling faster and better-informed decision-making.

Spastics Society of Karnataka – Operations & administrative Intern

- Guided students and parents during learning programs, resolving concerns and ensuring smooth participation with a counselling-oriented approach.
 - Coordinated logistics and communication across multiple stakeholders to support seamless program execution.
 - Prepared weekly operational and inventory reports and standardized documentation, improving administrative efficiency and planning accuracy.
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EXTRACURRICULAR ACTIVITIES

Commerce Association – Resource Team Member

- Managed 200+ participant registrations, resolving on-spot questions and ensuring smooth onboarding.
- Maintained detailed records and event workflows, demonstrating accuracy and structured process management.

Student Council – Registration Core Team Member

- Coordinated communication and resource planning across departments for large college events.
 - Strengthened negotiation, persuasion, and multi-stakeholder coordination through direct conversations and conflict resolution.
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TECHNICAL SKILL

Customer Interaction & Counselling

Cold Outreach | Lead Management | Query Handling | Persuasive Communication | Stakeholder Coordination.

Operations & Reporting

Data Management | MS Excel (VLOOKUP, Pivot Tables) | Report Preparation Documentation
| Workflow Optimization

Business & Functional Skills

Understanding of Financial Statements | Program Administration | Process Tracking
| Candidate/Participant Support.

SOFT SKILLS

Presentation • Active Listening • Time Management • Adaptability • Problem Solving • Follow-Through

CERTIFICATIONS

Project Management | Microsoft Excel