

# NAMITHA BAIJU

+917406142329 | namithabaiju0203@gmail.com

---

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

2023- 2026

CGPA- 78%

### Mount Carmel College

XII

2023

State Board - 89%

2021

**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.