

Manasi Gherani

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PROFESSIONAL SUMMARY

Final-year BBA (Finance) student with strong analytical and leadership abilities. Adaptable, detail-oriented, and proactive in learning. Eager to build a career and grow in the finance domain.

EDUCATION

2023-2026

Bachelor of business Administration
Mount Carmel college, Bengaluru
1st year CGPA: 9.4

2021-2023

Intermediate, CBSE
Bharatiya Vidya Bhavan
12th Board: 90.2%

2021

Secondary School Board, ICSE
The Future Kids School
10th Board: 94.6%

SKILLS

- Leadership
- Verbal and written communication skills
- Adaptability
- Team co-ordination
- Advanced knowledge of "Excel"
- Quick learner

PROJECT

- **Environmental Science Field Project** - Coordinated with a 6-member team where tasks included field visits, local language interviews, photo documentation, and report writing.
- **Survey Analysis using Excel** - Used Excel to create charts and graphs for visual representation of results. Prepared a summary report highlighting key trends and conclusions on course and college satisfaction.
- **Banking Law & Practice – Awareness Video Project** - Created a short video on common scams and how to avoid them. Took part in research, script writing, and video editing coordination.

WORK EXPERIENCE

HR Intern | Spectrum Consultants India Pvt. Ltd. September 2025 – Present

- Assisted in screening and shortlisting candidates for various roles, strengthening evaluation and decision-making skills.
- Maintained and analyzed recruitment data to identify hiring trends and process efficiency.
- Gained practical exposure to corporate functioning, office culture, and professional communication.
- Built strong interpersonal connections, enhancing networking and teamwork abilities.

CERTIFICATION

1. MS Power BI, Alpha Tech Academy
2. Advance Excel, Udemy

INVOLVEMENT

Active School Volunteer
Won Medals in Chess at School Games, 2017
Member of School Band Team [2018,2019]
Member of Reel Run Team at Mount Carmel College, 2023-2024