

LAKSHA KC

Bangalore, India

Email: lakshakc0810@gmail.com

LinkedIn: linkedin.com/in/laksha-kc-32a312285

PROFILE

BBA student with hands-on experience in event work, logistics, team coordination, and admin tasks. Good at planning, communication, organizing people, and managing work under deadlines. Interested in roles in HR, operations, consulting support, and business coordination.

SKILLS

- Event & Logistics: Vendor coordination, planning, scheduling
- HR Support: Team coordination, basic onboarding, documentation
- Operations: Admin tasks, reporting, communication
- Marketing: Social media ideas, basic promotions
- Tools: MS Excel, Word, PowerPoint
- Soft Skills: Teamwork, communication, time management, problem solving

EXPERIENCE**Event & Logistics Coordinator**

Mount Carmel College, Bangalore | 2023 – Present

- Helped manage logistics for large college events and fests.
- Coordinated with vendors, handled materials, and assisted with event setup.
- Managed the photography team schedule, equipment, and event coverage.
- Worked with the marketing team on event posts and ideas.

Organisational Development Intern

Wildcat Security Services | 2023

- Assisted with basic HR and admin duties.
- Helped with documentation and staff coordination tasks.

Operations & Admin Intern

Infants Travels Pvt. Ltd. | Present

- Supports day-to-day office operations.
- Helps with paperwork, coordination, and communication.

EDUCATION

BBA – Bachelor of Business Administration

Mount Carmel College, Bangalore

Graduating in 2026

CERTIFICATIONS

- Microsoft Excel (Beginner–Intermediate)

INTERESTS

Event planning • HR activities • Photography • Operations & coordination