

# **VB BHAVITHA**

**FEMALE, 20 Mobile: 7676993936 Email ID: vbbhavitha1811@gmail.com**

[www.linkedin.com/in/vb-bhavitha](http://www.linkedin.com/in/vb-bhavitha)

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## **SUMMARY**

B.Com student with strong experience in documentation, compliance support, reconciliations, and client coordination. Skilled in maintaining accurate records, handling time-sensitive tasks, preparing operational documents, and supporting process workflows. Recognized for attention to detail, clear communication, and the ability to adapt quickly. Interested in roles involving financial operations, KYC & onboarding support, trade operations, and structured process management.

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## **EDUCATION**

- **BACHELOR OF COMMERCE – MOUNT CARMEL COLLEGE AUTONOMOUS, BENGALURU**
  - **PRE-UNIVERSITY (CEBA) – BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE, BENGALURU**
  - **CBSE (CLASS 10) – ITI CENTRAL SCHOOL**
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## **INTERNSHIPS**

**Business operation Intern at Bright Tech Insulations, Bengaluru Jan 2022- Jan 2023**

- Maintained 100% GST compliance, improving financial process accuracy.
- Handled client coordination, reconciliations, and documentation.
- Supported operations with quotations, tender submissions, and reporting.
- Gained hands-on experience in process control, documentation accuracy.

**CONTENT intern @ KSHITIKSHA FOUNDATION Jan 2025- Feb 2025**

- Developed content on social and environmental initiatives.
  - Assisted in campaign planning and coordination.
  - Gained exposure to community engagement and awareness-building strategies..
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## **PROJECTS**

### **Project : TATA ESG Stimulation project**

- Proposed strategies balancing profitability, ESG compliance, and operational risk controls.
  - Analyzed sustainability metrics and long-term business impact
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## **SKILLS**

### **TECHNICAL SKILLS**

- MS EXCEL
- MS POWERPOINT
- MARKET RESEARCH & ANALYSIS
- DIGITAL MARKETING BASICS
- BUSINESS DOCUMENTATION
- DATA INTERPRETATION
- TREND ANALYSIS

### **SOFT SKILLS**

- ANALYTICAL THINKING
- PROBLEM-SOLVING
- ATTENTION TO DETAIL
- COMMUNICATION
- COLLABORATION
- TIME MANAGEMENT
- ADAPTABILITY

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## **Academic achievements and awards**

- Awarded Distinction by Bishop Cotton Women's Christian College for academic excellence.
- Awarded Completion of CMA Foundation exam by Institute of Cost and Management Accountants of India (ICMAI)