

NAIRA FATHIMA SANA

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Profile Summary

Motivated and detail-oriented economics graduate with hands-on experience in data management, process coordination, and operational support. I am skilled in organizing and analyzing large data sets using Excel, preparing structured reports, and maintaining data accuracy across workflows. Experienced in coordinating between teams, managing records, and ensuring smooth day-to-day operations in a dynamic environment. Known for a strong work ethic, reliability, and the ability to adapt quickly to new tools and systems. Seeking to contribute to process efficiency and operational excellence as an Operations Analyst at JPMorgan Chase & Co.

EDUCATION

Mount Carmel College (Autonomous), Bengaluru, Karnataka 2022-2026  
BA ECONOMICS HONOURS

Relevant Coursework/Project:

- Mini research projects (Statistics, Development Economics, Financial Education): carried out data collection, created graphs, performed analysis and interpretation, and submitted full reports with abstract, findings and conclusions.
- Conducted a statistical research project on the financial behavior of immigrant students in metropolitan cities, analyzing their spending patterns and challenges.
- Impact Analysis – Shakti Scheme: Studied the economic and social effects of Bengaluru’s Shakti Scheme on women’s mobility, employment, and savings.
- Basic Accounting Knowledge: Familiar with principles of bookkeeping, journal entries, ledgers, trial balance, and preparation of simple financial statements.

PU/12<sup>th</sup> Mount Carmel PU College 2020 – 2022  
Percentage: - 80%

10<sup>th</sup>/Latheef Science Technology High School Graduation 2019-2020  
Percentage: - 81%

WORK EXPERIENCE/INTERNSHIPS

Volunteer, U&I Trust (November 2022-March 2025)

- Taught underprivileged children in subjects such as Science from the state syllabus, fostering a supportive and engaging learning environment. Often responsible for one-on-one sessions, I have also successfully managed small groups of 2-3 children, stepping in when their teacher was unavailable.
- Engaged in fundraising initiatives in public parks to gather donations for children's education, showcasing an active involvement in community fundraising and engagement.
- Collaborated with a team of volunteers to develop and implement educational programs, enhancing teamwork and communication skills.

Internship Program

Admin Intern – Unitech Academy, Bengaluru  
(May 2024 – June 2024)

- Served as the Single Point of Contact for student enrolment, stakeholder queries, and administrative updates.
- Managed student data in Excel and streamlined administrative records.
- Managed fee collection and prepared receipts for 25+ students, ensuring accurate records.
- Scheduled meetings and assisted in creating enrolment forms, student lists, and internship log sheets.
- Developed enrolment forms, student lists, and internship logs, ensuring timely and organized documentation.

Internship Program

Sales & Marketing Intern – Feroze’s Estates & Properties  
(May 2025 – June 2025)

- Assisted in promoting real estate projects through client outreach, calls, and marketing campaigns.

- Engaged with potential buyers by addressing queries and providing accurate project information, contributing to lead generation.

**Volunteer, The Lifeline Foundation Trust (May 2025-Present)**

- The Lifeline Foundation- Non-profit organization providing microfinance, educational and medical aid, and personal loans.
- Shadowed a trustee to observe program operations and decision-making.
- Gained hands-on exposure to community development models and financial inclusion practices.
- Assisted the team with loan case paperwork, documentation, and basic file management under supervision.

**CERTIFICATIONS AND ADDITIONAL COURSES**

• Microsoft Office	April- July 2021
• Introduction to Data Analysis using Microsoft Excel	November 2, 2024
• Ongoing Learning: Generative AI by IBM (Coursera)	

**TECHNICAL SKILLS**

- Proficient in MS- Word, MS- EXCEL, MS- PowerPoint.
- Tally Prime (Basic): Completed a practical course on Tally Prime, including creation of ledgers, vouchers, and recording day-to-day transactions.
- Data collection & analysis — designing surveys, graphing, interpreting results for reports.
- R Studio (Basic proficiency: data analysis, linear & multiple linear regression, T-Test, Anova)
- Power-BI (Basic dashboards & reporting)
- ChatGPT, Co-Pilot
- Canva

**ACHIEVEMENTS**

- Second Prize – Advertisement Competition, Malahar 2023 (Creativity & Teamwork)
- Teacher of the Month – Feb 2024, Mar 2023 (Commitment & Effective Teaching)
- Awarded a scholarship by the Humane Touch Trust as a part of its program for meritorious student (2023 2025).

**EXTRACURRICULAR ACTIVITIES**

- Wrote articles on economic topics including "Adapting to Change in Capital Markets: From Economic Shifts to Tech Breakthroughs" and "Iron and Steel Industry in India."
- Able to write effectively under pressure and with references, applying economic knowledge to create informative content.
- Member of **Consultancy Club- M3C**. (Mentee ship Circle)
- Participated in **Accenture Strategy Connect Season 3**, gaining exposure to consulting frameworks and strategic problem-solving approaches.
- Participated in **Case Competition** hosted by Christ University, Central Campus 10<sup>th</sup> March 2025
- As an **Assistant Class Representative** (ACR) coordinated classroom arrangements, managed attendance concerns and communicated important updates, developed leadership and decision-making skills by interacting with and addressing the needs of the class.

**INTERESTS**

- Volunteering & Mentorship
- Economic Research & Writing
- I am an economics student passionate about writing and data-analysis.
- Languages known: English, Hindi, Basic Kannada.