

NAMITHA BAIJU

+91 7406142329 | namithabaiju0203@gmail.com | 2ND MARCH 2005 | Bengaluru, Karnataka.

SUMMARY

Motivated and dedicated Bachelor of Business Administration student with a strong foundation in business principles, including marketing, finance, and management. Skilled in teamwork, communication, and problem-solving with hands-on experience from academic projects and college activities. Eager to apply classroom knowledge to real-world business environments and grow professionally in a dynamic organization.

EXPERIENCE

HUMAN RESOURCE MANAGER- 20 PLUS PERCENT

MARCH 2025 - PRESENT

- Used Click-Up to manage and organize team tasks, track 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

TEAM MEMBER- MOUNT CARMEL COLLEGE AUTONOMOUS

2023 - PRESENT

- Represented the college in Corporate Walk for two consecutive years at various intercollegiate fests.
- Currently the Head of Corporate Walk, demonstrating leadership potential and commitment.

VOLUNTEERING EXPERIENCE

- Contributed bags for orphans and beds and blankets for the elderly at the old age home.
- Actively participated in distribution and organizing donations to ensure basic needs were met for both groups.
- Demonstrated empathy and social responsibility by supporting underprivileged communities

EDUCATION

MOUNT CARMEL COLLEGE AUTONOMOUS

2023- PRESENT

BACHELOR OF BUSINESS ADMINISTRATION -76%

- Studying core subjects including Finance, Marketing and Human Resources.
- Developing practical and theoretical skills through coursework, presentations, and academic projects.
- Actively participating in co-curricular activities to enhance leadership and communication abilities.

STATE - 89%

- Studied Statistics, Economics, Accountancy, and Business Studies, building a solid foundation in analytical thinking, financial principles, and business concepts.
- Applied theoretical understanding through classroom projects and assignments, enhancing problem-solving and decision-making skills.

ANTHONY CLARET SCHOOL

2021-2023

ICSE - 91%

- Studied Commerce stream from Class 9 onward with core subjects including Commercial Studies, Economics, and Computer Applications.
- Gained early exposure to business concepts, analytical thinking, and basic programming/IT tools.

TECHNICAL SKILLS

- **CLICKUP**
- **MICROSOFT WORD, EXCEL, POWERPOINT**
- **GOOGLE DOCS, SHEETS, FORMS**
- **ZOOM, GOOGLE MEET, MICROSOFT TEAMS**
- **GMAIL (PROFESSIONAL EMAIL COMMUNICATION), TITAN**

CERTIFICATION

- **CERTIFIED PROGRAMME ON CAPITAL MARKETS - A PRACTICAL APPROACH (CPCM- APA)**
- **BASICS OF FINANCIAL LITERACY**
- **DIGITAL MARKETING (UDEMY).**

AWARDS

- **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.**

LANGUAGES

- **ENGLISH**
- **HINDI**