

RISHITA PRADHAN

FEMALE, AGE:21

MOBILE:8210161687

EMAIL ID: RISHITAPRADHAN2004@GMAIL.COM

CAREER OBJECTIVE

A motivated B.Com student specializing in Finance, seeking to begin my career in Sales Executive Program at Bluevine. I aim to apply my strong communication, analytical, and relationship-building skills to contribute to a leading fintech organization while gaining hands-on experience in global sales and financial products. Eager to contribute to impactful projects while gaining practical exposure and enhancing professional abilities.

EDUCATION

B. Com GENERAL	2023-2026	MOUNT CARMEL COLLEGE, BANGALORE	8.5(4 SEMESTERS)	Dept. Rank
ISC (Class XII)	2023	ST. XAVIER'S SCHOOL, RANCHI	90%	Rank in class
ICSE (Class X)	2021	LORETO CONVENT, RANCHI	91%	Rank in class

ACADEMIC ACHIEVEMENTS AND AWARDS

- Secured 3rd rank in Commerce stream in Class 12 Board Examinations at school level.
- Subject Topper in Economics (2023).
- Successfully completed Certification Course in GST with Tally.

POSITIONS OF RESPONSIBILITY

Core Team Member(Social Media), Indian Knowledge System Association, Mount Carmel College (Aug 2025 - Ongoing)

- Manage social media and PR, including Instagram page handling.
- Record and edit videos; collaborate on creative content for outreach.

Class Representative, Grade 11 (2021-2022)

- Assisted teachers in class management and announcements.
- Represented classmates in discussions with teachers.
- Helped organize class activities.

EXTRA-CURRICULAR ACTIVITIES AND ACHIEVEMENTS

- 2nd place, inter-School group Fusion Dance competition (2023)
- Awarded appreciation certificate as top 10 toppers at school level (Class 12, 2023)
- Created reels for college association

OTHER INFORMATION

- Languages:** English, Hindi, Nepali, German (Basics)
- Technical skills:** Tally, MS Office, Social Media management, Content Creation
- Professional Skills:** Communication, Negotiation, Presentation, Teamwork, Team Management
- Strengths:** Work well under pressure, multitasking, delivering quality results
- Social media:** Collaborated with brands on Instagram campaign and content creation
- Interest and Hobbies:** Reading, Dancing, Content Creation