

# CONTACT

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# SKILLS

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- MS Excel Basics
- Report Writing
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Digital Marketing

# LANGUAGES

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- English (Fluent)
- Tamil (Native)
- Hindi (Basics)

# POOJA NEYA K P



## PROFILE

Motivated and detail-oriented Commerce graduate with a specialization in Foreign Trade, currently advancing academic expertise through a Master's in International Business. Possess strong communication, analytical, and teamwork abilities, complemented by a keen interest in global trade practices and consumer behavior.



## EDUCATION

### Master of Commerce - International Business (Pursuing)

Mount Carmel College (2024 - Present )

### Bachelor of Commerce - Foreign Trade - CGPA - 8

PSG College of arts & science ( 2021 - 2024 )

### HSC - 93.4%

KMC Public School - Tirupur ( 2021 )

### SSLC - 76.4%

AVP Trust Public School - Tirupur ( 2019 )



## INTERNSHIP & WORK EXPERIENCE

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### POPPYS PRIVATE KNITWEAR LTD - TIRUPUR ( June - August 2023 )

- Completed an internship with hands-on experience in core departments including packaging, quality control, and logistics coordination.
- Gained practical exposure to the operational workflow of export-import businesses and developed an understanding of international trade practices.
- Acquired knowledge of essential EXIM documentation processes, enhancing attention to detail and compliance awareness.

### MOUNT CARMEL COLLEGE - BANGALORE

Worked as part time Data Entry Assistant through Earn While You Learn programme

# **RESEARCH PAPER**

## **A STUDY ON IMPACT OF GST ON SERVICE SECTOR**

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### **VOLUNTEER EXPERIENCE**

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**Kalvi Cholai Charitable Trust ( January 2025 )**

- Contributed 30+ volunteer hours over 6 days, supporting children with special needs and underprivileged students.
- Assisted in teaching special children and conducted educational activities and games to promote cognitive and social development.
- Helped organize a blood donation camp.

### **CERTIFICATIONS & ACHIEVEMENTS**

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- Certified in Consumer Behaviour - NPTEL online certification course
- Certified in Corporate Culture - PSG College of Arts & Science
- Certified Typewriting Course - PSG College of Arts & Science
- Certified in Micro economics - PSG College of Arts & Science

### **CO-CURRICULAR ACTIVITIES**

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- Volunteered at a school for the deaf and mute during school days; supported classroom and activity sessions. Collected and contributed 10 kg of plastic waste as part of a
- Guinness World Record initiative in collaboration with Bisleri on behalf of PSGCAS, promoting environmental sustainability and responsible waste management. Participated in various inter-departmental competitions in UG Successfully completed
- all levels of Hindi language examinations conducted by Dakshina Bharat Hindi Prachar
- Sabha Runner-up in management event “ Business Quiz” at BGS College (2025) Participated in management event “Business Quiz” at MES College (2025)
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