

# Fathimea sughra

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## OBJECTIVE

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Detail-oriented B.Com student with practical experience in operations, process coordination, and business reporting. Currently working in a corporate operations role, managing data tracking, workflow efficiency, and cross-functional communication. Strong analytical and organizational skills with a focus on accuracy, efficiency, and continuous improvement.

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## Education

<b>Mount Carmel college, autonomous</b>	Present -2026
Bcom general   CGPA- 7.25	
<b>jyoti nivas pre University college</b>	2023
SEBA   79%	
<b>cathedral high school(ICSE)</b> 87%	2021

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## EXPERIENCE

### commerce association ( scoring sector)

Commerce Association (Scoring Team): Contributed to smooth execution of commerce events by handling scoring and evaluation responsibilities with accuracy and efficiency.

### Hindi Association (PR & Marketing)

Actively promoted cultural and literary events, managing outreach and publicity activities to enhance student participation.

### Student Council (Registration Committee)

Facilitated participant registration and managed data for major college events, ensuring seamless coordination.

**Student Council Hospitality Core Team Associate, CUL-AH'25:** Managed all hospitality operations and event managing, making sure everything is run smoothly, effectively and efficiently without any conflicts

•logistics for the flagship college festival, optimizing planning to ensure a seamless guest experience.

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## VOLUNTEERING

### WHO IS HUSSAIN – Volunteer

Community Outreach & Event Support

•Contributed actively to blood donation drives, food distribution campaigns, and awareness programs, supporting the organization's mission of promoting compassion and justice.

•Coordinated with volunteers and community members to organize social welfare activities, ensuring smooth execution and maximum participation.

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## WORK EXPERIENCE

october 2025-present

### OPERATIONS INTERN

#### PEOPLE KONNECT HR SERVICES Pvt ltd

- Work closely with the Operations team to oversee daily business activities and ensure smooth internal processes.
- Coordinate between departments to ensure timely delivery of client deliverables.
- Prepare and maintain reports on productivity, resource utilization, and project progress.
- Assist in process optimization projects to enhance efficiency and reduce turnaround time.
- Communicate with vendors and internal teams for logistical and administrative support.
- Provide support in documentation, scheduling, and internal communications.

# SKILLS

Business and analytical knowledge - business process analysis| market research| risk assessment| financial analysis | data interpretation

Technical Proficiencies: Advanced Excel | MS Office Suite | Canva | Adobe Photoshop | Video Editing

Core Strengths: Organization | Communication | Project Management | Problem Solving | Public Speaking

soft skills-

decision making| problem solving|leadership| critical thinking

# LANGAUGES

- English
- Hindi
- Urdu
- Arabic(basic)