

BRINDA M

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PROFILE SUMMARY

Motivated BBA student with strong **organizational, communication, and data management skills**. Proficient in **Google Sheets and Google Workspace tools** for data tracking, task management, and reporting. Successfully completed projects involving data collection, analysis, and visualization, demonstrating attention to detail and problem-solving abilities. Currently enhancing skills in **Advanced excel**, to strengthen analytical capabilities.

Serving as **Class Representative (2023 – Present)** for two consecutive years, effectively coordinating between students and faculty. Also a member of the **Centre of Extended Education Association (2024 – Present)**, contributing to outreach, event coordination, and research initiatives. Eager to contribute to operational tasks, content management, and cross-functional collaboration in a dynamic environment.

EDUCATION

MOUNT CARMEL COLLEGE ,AUTONOMOUS

2023-Pursuing

Bachelor of Business Administration

- **Class representative** , relevant subjects :Business Economics and Mathematics , Human resource management , Accountancy | 80 %

MOUNT CARMEL PU COLLEGE

2021-2023

Commerce

- Relevant subjects: Economics, Accounts, computers, business| 83%

SOPHIA HIGH SCHOOL

2021

- **MATHS CLUB SECRETARY**| 80.96%

PROJECTS

Analysis on survey on impact of fashion on confidence

SEP 2024

- Designed and managed data collection using **Google Forms**.
- **Analyzed responses of 125+ participants and created visual reports using Google Sheets.**
- **Delivered accurate insights on time, demonstrating attention to detail and data management skills.**

Survey on lake restoration in Bangalore

MAR 2024

- Collaborated with a team to conduct field surveys with 15+ residents.
- **Organized and maintained survey data in spreadsheets, ensuring clarity and accuracy.**
- Managed communication between team members to meet deadlines effectively.

SKILLS

Technical Skills:

- **Google Sheets** (Data Entry, Analysis, Task Management)
- **Google Workspace Tools** (Docs, Slides, Forms)
- **Advanced Excel** (currently pursuing)
- Photoshop

Soft Skills:

- **Leadership** – Experience as (CR), coordinating between faculty and students
- **Team collaboration** with diverse groups to achieve goals
- Strong **Communication and Presentation Skills**
- Adaptability to dynamic environments

CERTIFICATION

- Certified in **Microsoft Azure AI Fundamentals**
- Certified in **Photoshop**
- Currently pursuing the course **Advanced excel**

EXTRACURRICULAR

- **Class Representative (2023 – Present)**: Liaise between students and faculty, elected for two consecutive years.
- **Centre of Extended Education Association- Education & Research Team (2024 – 25)**: Support research and assist in academic initiatives and workshops.
- **Centre of Extended Education Association- Outreach Team (2024 – 26)**:
- Successfully participated in **Ambition Avenue 2025**.
- Successfully participated in the **International Conference on Emerging Trends in Research, Innovation & Entrepreneurship 2025**.
- Contributed as a team member in **Rotaract club**