

VB BHAVITHA

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SUMMARY

B.Com student with strong experience in documentation, compliance support, reconciliations, and client coordination. Skilled in maintaining accurate records, handling time-sensitive tasks, preparing operational documents, and supporting process workflows. Recognized for attention to detail, clear communication, and the ability to adapt quickly. Interested in roles involving financial operations, KYC & onboarding support, trade operations, and structured process management.

EDUCATION

- **BACHELOR OF COMMERCE – MOUNT CARMEL COLLEGE AUTONOMOUS, BENGALURU**
 - **PRE-UNIVERSITY (CEBA) – BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE, BENGALURU**
 - **CBSE (CLASS 10) – ITI CENTRAL SCHOOL**
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INTERSHIPS

Business operation Intern at Bright Tech Insulations, Bengaluru Jan 2022- Jan 2023

- **Maintained 100% GST compliance, improving financial process accuracy.**
- **Handled client coordination, reconciliations, and documentation.**
- **Supported operations with quotations, tender submissions, and reporting.**
- **Gained hands-on experience in process control, documentation accuracy.**

CONTENT intern @ KSHITIKSHA FOUNDATION Jan 2025- Feb 2025

- Developed content on social and environmental initiatives.
 - Assisted in campaign planning and coordination.
 - Gained exposure to community engagement and awareness-building strategies..
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PROJECTS

Project : TATA ESG Stimulation project

- Proposed strategies balancing profitability, ESG compliance, and operational risk controls.
 - Analyzed sustainability metrics and long-term business impact
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SKILLS

TECHNICAL SKILLS

- **MS EXCEL**
- **MS POWERPOINT**
- **MARKET RESEARCH & ANALYSIS**
- **DIGITAL MARKETING BASICS**
- **BUSINESS DOCUMENTATION**
- **DATA INTERPRETATION**
- **TREND ANALYSIS**

SOFT SKILLS

- **ANALYTICAL THINKING**
 - **PROBLEM-SOLVING**
 - **ATTENTION TO DETAIL**
 - **COMMUNICATION**
 - **COLLABORATION**
 - **TIME MANAGEMENT**
 - **ADAPTABILITY**
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Academic achievements and awards

- o Awarded Distinction by Bishop Cotton Women's Christian College for academic excellence.
- o Awarded Completion of CMA Foundation exam by Institute of Cost and Management Accountants of India (ICMAI)