

VARSHA V

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Motivated final-year BBA student with experience in client coordination, data handling, and reporting. Skilled in Excel, process support, and cross-team communication, with a strong focus on accuracy and structured execution. Keen to learn and contribute to operational processes while also building exposure to digital marketing and broader business functions in fast-paced, collaborative environments..

Experience

Fortuneone Buildco Pvt Ltd

Bangalore

Pre-Sales Executive Intern

12/2024 - 03/2025

- Handled client communications to understand requirements and resolve queries efficiently.
- Maintained and updated client data in Excel, ensuring data accuracy and timely follow-ups.
- Supported internal teams by organizing information and tracking client interactions.
- Followed structured processes to achieve successful and timely conversions.

Mount Carmel College

Bangalore

Public Relations Core Team Member

2023 - 2024

- Assisted in organizing and promoting college events to enhance brand visibility.
- Collaborated with event heads of various colleges to develop and execute effective communication strategies.
- Created regular reports and presentations to summarize campaign outcomes

Education

Mount Carmel College Autonomous

2023 - 2026

Bachelor of Business Administration

Specialising in Marketing

Mount Carmel PU College

2021 - 2023

Commerce PEBA Grade 90.16%

Volunteering

Rotaract club

2024 - Present

Volunteer

Organized and participated in community clean-ups, blood donation camps, fundraising events. Developed leadership, teamwork and project management skills through hands-on involvement in community service initiatives.

Skills

- Microsoft Office Suite
- Basic Data Analysis
- Time management & Prioritisation
- Adaptability & Active Listening
- Team Collaboration
- Problem-Solving & Attention to Detail

Certification

- Management information system by AlphaTech
- Fundamentals of Digital Marketing by Google
- Digital Marketing -Hubspot Academy
- Human Resource Job Simulation- Forage

Languages

English Native ●●●●●

Tamil Proficient ●●●●●

Kannada Proficient ●●●●●