

N A N D I T H A . M

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SUMMARY:

Goal-oriented Commerce student with internship experience in HR and nonprofit operations, bringing strong communication, analytical thinking, and stakeholder engagement. Skilled in data management, documentation, and Microsoft Excel, with exposure to AI-driven process improvement. Experienced in coordinating projects, managing workflows, and supporting operational and event execution. Quick learner with a collaborative mindset, committed to delivering results and supporting team and organizational goals.

EDUCATION

Bachelor of Commerce (Industry Integrated)

Mount Carmel College (Autonomous), Bangalore | CGPA: 7.78

INTERNSHIP EXPERIENCE

Archit Nuwood Industry Ltd – Human Resource Intern

- Supported recruitment by verifying candidate information, coordinating communication, and maintaining accurate employee records.
- Managed documentation and HR data with high attention to detail, ensuring consistency and compliance.
- Analyzed HR workflows in MS Excel to improve reporting accuracy and overall process efficiency.

Spastics Society of Karnataka – Intern

- Performed stock valuation and prepared weekly inventory report and operational reports to support decision-making.
- Coordinated and facilitated educational programs, ensuring smooth execution through effective stakeholder communication.
- Enhanced administrative efficiency by validating data, organizing records, and standardizing process documentation.

EXTRACURRICULAR ACTIVITIES

Commerce Association – Resource Team Member

- Managed high-volume participant registrations with accuracy, contributing to seamless event execution.
- Streamlined data and workflow processes to support event planning and coordination.

Student Council – Registration Core Team Member

- Coordinated logistics, communication, and resource allocation for college festivals and multi-department events.
- Built strong teamwork, planning, and cross-functional execution skills.

TECHNICAL SKILL

- **Software & Tools:** Microsoft Excel (Pivot Tables, VLOOKUP), Google Workspace, employee relations, AI-based Applications (Microsoft Azure 900)
 - **Data & Reporting:** Data analysis, operational reporting, process documentation
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SOFT SKILLS

Communication & Presentation | Problem Solving | Team Collaboration | Time Management |
Adaptability

CERTIFICATIONS

Project Management | Microsoft Excel