

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

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

Certification

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

Languages

English Native ●●●●● Tamil Proficient ●●●●● Kannada Proficient ●●●●●