

Manasi Gherani

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PROFESSIONAL SUMMARY

Final-year BBA (Finance) student with strong analytical and leadership abilities. Adaptable, detail-oriented, and proactive in learning. Eager to build a career and grow in the finance domain.

EDUCATION

2023-2026	2021-2023	2021
Bachelor of business Administration Mount Carmel college, Bengaluru 1st year CGPA: 9.4	Intermediate, CBSE Bharatiya Vidya Bhavan 12th Board: 90.2%	Secondary School Board, ICSE The Future Kids School 10th Board: 94.6%

SKILLS

- Leadership
- Verbal and written communication skills
- Adaptability
- Team co-ordination
- Advanced knowledge of "Excel"
- Quick learner

PROJECT

- **Environmental Science Field Project** - Coordinated with a 6-member team where tasks included field visits, local language interviews, photo documentation, and report writing.
- **Survey Analysis using Excel** - Used Excel to create charts and graphs for visual representation of results. Prepared a summary report highlighting key trends and conclusions on course and college satisfaction.
- **Banking Law & Practice – Awareness Video Project** - Created a short video on common scams and how to avoid them. Took part in research, script writing, and video editing coordination.

WORK EXPERIENCE

- HR Intern | Spectrum Consultants India Pvt. Ltd. September 2025 – Present
- Assisted in screening and shortlisting candidates for various roles, strengthening evaluation and decision-making skills.
 - Maintained and analyzed recruitment data to identify hiring trends and process efficiency.
 - Gained practical exposure to corporate functioning, office culture, and professional communication.
 - Built strong interpersonal connections, enhancing networking and teamwork abilities.

CERTIFICATION

1. MS Power BI, Alpha Tech Academy
2. Advance Excel, Udemy

INVOLVEMENT

Active School Volunteer
Won Medals in Chess at School Games, 2017
Member of School Band Team [2018,2019]
Member of Reel Run Team at Mount Carmel College,2023-2024