

Carmel Fastina J

Bangalore

9353755881 | carmelfastina26280@gmail.com

Objective

Detail-oriented and adaptable professional with diverse experience in HR administration and accounts operations, seeking challenging roles to leverage analytical, organizational, and process management skills for meaningful business impact.

Experience

- **Tata electronics, Hosur** 16/07/2025 - 14/08/2025
Finance intern
Completed a Finance Internship in Accounts Payable, gaining experience in invoice processing, vendor management, and account reconciliation while learning payment cycles and verification procedures.
- **Avenue supermarkets Ltd** 11/09/2023 - 24/08/2024
Assistant HR
As an HR Assistant, I handled end-to-end recruitment, internal promotions, and basic compliance activities using Excel, Naukri, and Indeed for candidate tracking and data management.
I also supported the Concurrent Audit team during peak business hours, ensuring bill accuracy and verification through 3-way matching in SAP and Excel for smooth business operations and timely vendor payments
- **Avenue super markets Ltd** 02/09/2021 - 25/02/2023
Cashier
Worked as a Cashier at D-Mart, ensuring a smooth customer experience through quick and efficient checkout. Also managed petty cash handling and end-of-day tallying, maintaining accuracy and accountability in daily transactions

Education

- Mount Carmel college 2024-26
MBA
Pursuing
- Bangalore university 2020-23
B.COM
70%
- Karnataka state university 2018-20
PUC
92%

Certifications

- Investment banking
- Business analytics (basics)
- Operations Management : Organization and Analysis

Hobbies And Activities

- Dance & Cultural Engagement, Event Management, and Reading