

## CONTACT

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## EDUCATION

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2023-Current (2026)

### MOUNT CARMEL COLLEGE

- BCOM (Bachelor in commerce)
- CGPA- 7.25

2019-2023

### JYOTHINIVAS PRE UNIVERSITY COLLEGE SEBA- 79%

2021-Cathedral hiigh school(ICSE)

87%

## SKILLS

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### Soft skills

- Financial Analysis & Reporting
- Analytical Thinking & Problem Solving
- Leadership & Team Management
- Coordination Event Management & Planning
- Strong Communication Time Management
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### certification

- MS Excel (formulas, charts, formatting)
- GST using tally
- Digital marketing
- Search engine optimization

## LANGUAGES

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- English
- Hindi
- Urdu
- Arabic (basic)

# FATHIMEA SUGHRA

## BCOM STUDENT

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## PROFILE

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Detailed-oriented B.Com student with a strong understanding of client management and business operations. Skilled in handling accounts, coordinating with teams, and maintaining positive client relationships. Proficient in Excel and Tally, with an organized approach focused on efficiency, clear communication, and reliable results.

## INTERNSHIP

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### Operations Intern

OCTOBER 2025- PRESENT

PKHR

(PEOPLE KONECT HR SERVICES)

- Working on data interpretation, dashboards, and performance reports to support decision-making before launch. Learning how operations.
- Assisted in coordinating HR operations, including maintaining employee records and handling day-to-day tasks
- Supported internal communication and reporting activities using Excel to ensure smooth workflow across teams.

## EXPERIENCE

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### Registration team

2023-2025

Core-team

- Spearheaded student registrations for college events, ensuring smooth execution and efficient coordination.
- Developed crisis management abilities through quick problem-solving in high-pressure situations.
- Managed registration for 200+ students across multi-day events
- Solved on-ground logistical issues efficiently under time constraints
- Delegated tasks to team members, improving coordination and reducing delays

### Member-commerce association (scoring sector)

2023-2025

Managed event scores and maintained accurate records during association activities and competitions.

- Actively contributed as a member of the Commerce Association in organizing and managing various departmental events.
- Handled scoring responsibilities by maintaining accurate records and verifying competition results.
- Collaborated with team members to ensure smooth coordination and successful event execution.

### Who is hussain

Member

- Contributed to social awareness and community service activities promoting compassion, justice, and humanity.

## ACHIEVEMENTS

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- Recognized for outstanding contributions in managing event registrations and streamlining processes.
- Recognized for ensuring fair and accurate timekeeping during competition rounds, contributing to smooth event execution.