

Summary

B.Com (Industry Integrated) student with hands-on internship experience in HR, recruitment, and business operations. Skilled in talent sourcing, onboarding, documentation, and reporting, with proficiency in MS Office and growing expertise in digital marketing. Strong communicator, detail-oriented, and adept at managing multiple priorities in fast-paced environments..

EDUCATION

Mount Carmel College (Autonomous), Bangalore, Karnataka	
BCOM INDUSTRY INTEGRATED	2023-2026
MGM HR. SEC. SCHOOL   81%	2022-2023
MGM HR. SEC. SCHOOL   91%	2020-2021

WORK EXPERIENCE/INTERNSHIPS

Adore India (Remote)	06/2025 – 8/2025
General Management Intern	
<div><div>- Coordinated onboarding and process documentation for 10+ new team members, ensuring smooth integration.</div><div>- Prepared weekly and monthly reports tracking progress of 30+ ongoing tasks/projects, improving workflow visibility.</div><div>- Conducted 90+ teaching sessions, preparing lesson plans and monitoring progress, enhancing communication and organizational skills.</div></div>	
Matrix Exports, Bangalore	05/2025 – 6/2025
HR & Tenders Intern	
<div><div>- Assisted with documentation for 10+ tenders, maintaining 100% accuracy and compliance.</div><div>- Scheduled and coordinated 5+ candidate interviews, improving recruitment efficiency.</div></div>	
Nikara Realty, Bangalore	12/2024 – 02/2025
HR Intern	
<div><div>- Posted job, screened resumes and scheduled interviews for 30+ candidates, improving hiring process efficiency.</div><div>- Managed employee records and assisted in onboarding 10+ new hires, ensuring documentation compliance.</div></div>	
Pragathi Industries, Hyderabad	05/2024 – 06/2024
Intern	
<div><div>- Handled inventory issues and coordinated supplier communication</div><div>- Maintained inventory records for 200+ items, reconciling discrepancies and improving accuracy by 20%.</div></div>	

CERTIFICATIONS AND ADDITIONAL COURSES

Introduction to Animation – Completed (Mount Carmel College CEE Course)
Digital Marketing (Ongoing)

SKILLS

Technical & Operational: MS Office (Excel, Word, PowerPoint), Data Entry, Documentation Management, Inventory/Records Management, Process Coordination, Risk Awareness
Soft Skills: Communication, Problem Solving, Teamwork, Organizational Skills, Attention to Detail, Client Interaction

EXTRACURRICULAR ACTIVITIES

- Student Council (Logistics) – Coordinated campus-wide events and schedules

• Sanskrit Association – Assisted in cultural event planning and execution

• Quiz Association – Organized inter-departmental quiz competitions

• Veritas Association – Managed team coordination and event logistics

INTERESTS

- Interests: Poster Designing, Interview Coordination, Creative Design Tools

• Languages known: English, Hindi, Tamil