

# MARY SIMRAN BRITNEY S

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Bengaluru, Karnataka

## PROFILE

Driven and detail-oriented professional pursuing a Bachelor of Commerce (Honours). Skilled in communication, reporting, and teamwork with a strong commitment to continuous learning. Passionate about contributing to organizational growth through adaptability, collaboration, and innovation.

## INTERSHIP

HR intern, Step up & master | Remote

July 2025 – August 2025

- Improved recruitment efficiency by 30% through structured candidate screening and coordination.
- Enhanced report accuracy and delivery timelines by 25%
- Collaborated with teams to improve workflow and client satisfaction.
- Ensured smooth onboarding and consistent client support.
- Participated in team projects, preparing detailed HR reports and contributing effectively to team outcomes.

## EDUCATION

Mount Carmel College (Autonomous), Bengaluru  
Bachelor of commerce (honours)

2022 – Present

## TECHNICAL SKILLS

- Microsoft Excel
- Power BI
- Tally Prime
- Data Analyst Tools
- Digital Marketing

## ACHIEVEMENTS

- Recognized as "Pitch Perfect Candidate of the Week" during HR internship for exceptional performance and professionalism.
- Volunteered in National Service Scheme (NSS) activities, demonstrating leadership and teamwork.

## CORE STRENGTH

- Strong communication and client-handling skills
- Quick learner with analytical thinking
- Collaborative and detail-focused

## LANGUAGE

English | Kannada | Hindi | Tamil