

# BRINDA M

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## PROFILE SUMMARY

Motivated BBA student with strong **organizational, communication, and data management skills**. Proficient in **Google Sheets and Google Workspace tools** for data tracking, task management, and reporting. Successfully completed projects involving data collection, analysis, and visualization, demonstrating attention to detail and problem-solving abilities. Currently enhancing skills in **Advanced excel**, to strengthen analytical capabilities.

Serving as **Class Representative (2023 – Present)** for two consecutive years, effectively coordinating between students and faculty. Also a member of the **Centre of Extended Education Association (2024 – Present)**, contributing to outreach, event coordination, and research initiatives. Eager to contribute to operational tasks, content management, and cross-functional collaboration in a dynamic environment.

## EDUCATION

<b>MOUNT CARMEL COLLEGE ,AUTONOMOUS</b> Bachelor of Business Administration	<b>2023-Pursuig</b>
<ul style="list-style-type: none"><li>• <b>Class representative</b> , relevant subjects :Business Economics and Mathematics , Human resource management , Accountancy   80 %</li></ul>	
<b>MOUNT CARMEL PU COLLEGE</b> Commerce	<b>2021-2023</b>
<ul style="list-style-type: none"><li>• Relevant subjects: Economics, Accounts, computers, business  83%</li></ul>	
<b>SOPHIA HIGH SCHOOL</b>	<b>2021</b>
<ul style="list-style-type: none"><li>• <b>MATHS CLUB SECRETARY</b>   80.96%</li></ul>	

## PROJECTS

<b>Analysis on survey on impact of fashion on confidence</b>	<b>SEP 2024</b>
<ul style="list-style-type: none"><li>• Designed and managed data collection using <b>Google Forms</b>.</li><li>• <b>Analyzed responses of 125+ participants and created visual reports using Google Sheets.</b></li><li>• <b>Delivered accurate insights on time, demonstrating attention to detail and data management skills.</b></li></ul>	
<b>Survey on lake restoration in Bangalore</b>	<b>MAR 2024</b>
<ul style="list-style-type: none"><li>• Collaborated with a team to conduct field surveys with 15+ residents.</li><li>• <b>Organized and maintained survey data in spreadsheets, ensuring clarity and accuracy.</b></li><li>• Managed communication between team members to meet deadlines effectively.</li></ul>	

## SKILLS

### Technical Skills:

- **Google Sheets** (Data Entry, Analysis, Task Management)
- **Google Workspace Tools** (Docs, Slides, Forms)
- **Advanced Excel** (currently pursuing)
- Photoshop

### Soft Skills:

- **Leadership** – Experience as (CR), coordinating between faculty and students
- **Team collaboration** with diverse groups to achieve goals
- Strong **Communication and Presentation** Skills
- Adaptability to dynamic environments

## CERTIFICATION

- Certified in **Microsoft Azure AI Fundamentals**
- Certified in **Photoshop**
- Currently pursuing the course **Advanced excel**

## EXTRACURRICULAR

- **Class Representative (2023 – Present)**: Liaise between students and faculty, elected for two consecutive years.
- **Centre of Extended Education Association– Education & Research Team (2024 – 25)**: Support research and assist in academic initiatives and workshops.
- **Centre of Extended Education Association– Outreach Team (2024 – 26)**:
- Successfully participated in **Ambition Avenue 2025**.
- Successfully participated in the **International Conference on Emerging Trends in Research, Innovation & Entrepreneurship 2025**.
- Contributed as a team member in **Rotaract club**