

# RISHITA PRADHAN

FEMALE, AGE:21

MOBILE:8210161687

EMAIL ID: [RISHITAPRADHAN2004@GMAIL.COM](mailto:RISHITAPRADHAN2004@GMAIL.COM)

## CAREER OBJECTIVE

Motivated B. Com student with a strong academic record (8.5 CGPA) and good communication and organizational skills. Looking for an opportunity in Operations to leverage my skills in payments processing, reconciliations, settlements, and client management while learning and growing in a professional environment. Dedicated to working accurately, meeting deadlines, and contributing to team success.

## EDUCATION

B. Com GENERAL	2023-2026	MOUNT CARMEL COLLEGE, BANGALORE	8.4 (4 SEMESTERS)	Dept. Rank
ISC (Class XII)	2023	ST. XAVIER'S SCHOOL, RANCHI	90%	Rank in class
ICSE (Class X)	2021	LORETO CONVENT, RANCHI	91%	Rank in class

## ACADEMIC PROJECTS

Project 1: Survey of a society regarding their waste management (EVS project)

- Conducted a survey on waste management practices in a residential society.
- Collected data from households on waste disposal methods and bin usage.
- Analyzed responses to identify gaps in waste segregation and awareness.
- Collaborated in a team to design questionnaire and present findings.

## ACADEMIC ACHIEVEMENTS AND AWARDS

- Secured 3rd rank in Commerce stream in Class 12 Board Examinations at school level.
- Subject Topper in Economics (2023).
- Successfully completed Certification Course in GST with Tally.

## POSITIONS OF RESPONSIBILITY

**Core Team Member(Social Media), Indian Knowledge System Association, Mount Carmel College (Aug 2025 - Ongoing)**

- Manage social media and PR, including Instagram page handling.
- Record and edit videos; collaborate on creative content for outreach.

**Class Representative, Grade 11 (2021-2022)**

- Assisted teachers in class management and announcements.
- Represented classmates in discussions with teachers.
- Helped organize class activities.

## EXTRA-CURRICULAR ACTIVITIES AND ACHIEVEMENTS

- 2<sup>nd</sup> place, inter-School group Fusion Dance competition (2023)
- Awarded appreciation certificate as top 10 toppers at school level (Class 12, 2023)
- Created reels for college association

#### OTHER INFORMATION

- **Languages:** English, Hindi, Nepali, German (Basics)
- **Technical skills:** Tally, MS Office, Social Media management, Content Creation
- **Professional Skills:** Communication, Negotiation, Presentation, Teamwork, Team Management
- **Strengths:** Work well under pressure, multitasking, delivering quality results
- **Social media:** Collaborated with brands on Instagram campaign and content creation
- **Interest and Hobbies:** Reading, Dancing, Content Creation