

# PADMA NISHA K

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## PROFESSIONAL SUMMARY

Motivated B.Com student specializing in Marketing, Finance, Tax, and Business, with a strong passion for learning and professional growth. As a fresher, I bring fresh perspectives, strong discipline, and the ability to quickly adapt to new challenges. Known for being an active listener with excellent time-management and a goal-oriented approach, I thrive in environments that allow me to explore my knowledge and contribute meaningfully to organisational success.

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## EDUCATION

### **St. Anne's Pre University College**

2nd PUC (2021-2023)

Commerce -85%

### **Mount Carmel college**

Bachelor of commerce (2023\_2026)

Persuing

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## EXPERIENCE

Ebix cash - Muthoot finance

May - July(2025)

### **Sales Executive**

Handled end-to-end customer assistance for a range of financial services. Guided customers through service options, gathered and verified required information, and completed the entire application process using digital platforms and internal processing systems. Supported clients in availing personal and business financial services.

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## SKILLS

COMMUNICATION SKILLS

ACTIVE LISTENER, TIME MANAGEMENT

FINANCE, MARKETING , ACCOUNTING,

BUSINESS MANAGEMENT.

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**Certification:** Diploma in computer application

**Computer:** Microsoft Excel, PowerPoint, MS office

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## Languages

English

Kannada

Tamil

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## Interests

Art and Craft work

Self-care