

# N A N D I T H A . M

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## SUMMARY

Highly motivated Commerce graduate with internship experience in HR and operations, seeking to leverage analytical, communication, and client engagement skills in a B2B sales environment. Skilled in lead qualification, client relationship management, and process optimization with AI and data-driven approaches. Recognized for problem-solving, attention to detail, and collaboration, with a proven ability to support business growth and operational excellence.

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## EDUCATION

### Bachelor of Commerce (Industry Integrated)

Mount Carmel College (Autonomous), Bangalore | CGPA: 7.78

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## INTERNSHIP EXPERIENCE

### Archit Nuwood Industry Ltd – Human Resource Intern

- Coordinated recruitment and candidate communication, improving response rate and candidate engagement.
- Maintained detailed employee records and documentation, ensuring compliance and operational efficiency.
- Supported process improvement initiatives, analysing HR data to optimize workflow and reporting.

### Spastics Society of Karnataka – Operations & Administration Intern

- Managed stock valuation, inventory reporting, and documentation for operational accuracy.
  - Coordinated and conducted educational sessions for differently-abled individuals, enhancing stakeholder engagement and communication.
  - Supported multi-department operations, streamlining administrative processes and reporting.
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## PROJECTS & EXTRACURRICULAR EXPERIENCE

### Commerce Association – Resource Team Member

- Processed 200+ participant registrations with 100% accuracy, ensuring smooth event workflows.
- Maintained detailed records and reports to support large-scale event execution.

### Student Council – Registration Core Team Member

- Planned and coordinated logistics and resources across multiple departments for college fests and initiatives.
  - Developed strong interpersonal and negotiation skills through stakeholder communication.
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## TECHNICAL SKILLS

- **Software & Tools:** Microsoft Excel (Pivot Tables, VLOOKUP), Google Workspace, CRM (basic familiarity), AI-based Applications
- **Core Competencies:** Client Relationship Management, Lead Qualification, Account Management, Process Documentation, Data Analysis, Operational Efficiency, Business Reporting

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**SOFT SKILLS**

Communication & Presentation | Negotiation | Problem Solving | Collaboration | Goal-Oriented |  
Adaptability | Time Management

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**CERTIFICATIONS**

- Project Management
- Stock Market (Basics)
- Microsoft Excel