

B H A R A N I S

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OBJECTIVE

Detail-oriented and motivated **BCom student** with a strong foundation to kickstart my career as a Business Development Executive at Bambinos. Live, where I can apply my communication and analytical skills to generate leads, build client relationships, and contribute to the growth of innovative learning programs for children while enhancing my professional expertise.

INTERNSHIP/S

Bhavana Clothing, Bangalore -
MAY-JUNE 2025

Administrative Assistant

- Recorded and maintained accurate daily transaction entries for sales in/out, ensuring error-free documentation.
- Assisted in verifying and preparing employee salary details by tracking attendance and leave records.
- Maintained Excel-based records for easy reporting and reference.
- Supported smooth office administration by coordinating with staff and ensuring proper filing of documents.

ACADEMIC PROJECTS

Project 1: PNB–Nirav Modi Fraud (2018)

- Brief:** Analyzed banking fraud involving misuse of Letters of Undertaking.
- Role:** Researched financial data, compliance gaps, and risk management; summarized key insights.
- Result:** Proposed audit and compliance improvements; gained understanding of corporate fraud detection

Project 2: Enron Accounting scandal Case Study Project

- Brief:** Studied Enron scandal focusing on corporate governance and financial reporting failures.
- Role:** Analyzed financial statements and identified misuse of accounting practices.
- Result:** Presented insights and recommendations on ethics and transparency in business.

Project 3: Hakki Piki Tribal Community Case Study, Karnataka

- Brief:** Field project on Hakki Piki community's livelihood and wildlife interaction.
- Role:** Conducted on-site study and documented cultural practices.
- Result:** Presented findings on conservation challenges and sustainable practices.

SKILLS

- Attention to Detail
- Communication & Team Collaboration
- MS Excel, PowerPoint, Word
- Adaptability and quick learning in dynamic environments
- Problem-solving & customer query handling

POSITIONS OF RESPONSIBILITY

Volunteer Lead, U&I NGO (2023-24)

- Role:** Organized and conducted educational sessions for underprivileged children; managed logistics and volunteer schedules.
- Recognition:** Contributed 55 hours of impactful community service; recognized by NGO coordinator

ACADEMIC ACHIEVEMENTS AND AWARDS

- Certified in Microsoft Excel (Feb – Mar 2024)
- Power BI (Dec – Jan 2025)

