

KHUSHI PRAJAPAT

+919611932208 khushiprajapat371@gmail.com [linkdIn](#)

Profile Summary

Motivated and detail-oriented B.Com student from Mount Carmel College with hands-on internship experience in HR and real estate. Strong foundation in finance, communication, and business operations, with certifications in digital marketing and analytics. Known for leadership, collaboration, and adaptability, demonstrated through student government, event coordination, and client engagement roles. Passionate about applying skills in dynamic work environments and contributing to organizational growth.

Education

- CFA Level 1 Candidate** | CFA Institute | Appearing in May 2026
- Bachelor of Commerce (B.Com)** | Mount Carmel College, Bangalore | **72.25%** | 2023 – 2026 (Ongoing)
- 12th (Commerce)** | CMR National PU College, Bangalore | **85%** | 2022–2023
- 10th** | Nava Prajna Public School, Bangalore | **74%** | 2020–2021

Internships

Jobzio Manpower Ltd | HR Executive (Mar2025 - May2025)

- Conducted end-to-end **screening and shortlisting** of candidates for **non-technical BPO, sales, and communication roles** using platforms like **Naukri, LinkedIn, and Apna**
- Managed a daily pipeline of 30+ candidates for efficient role-based matching and scheduling.
- Conducted initial interviews to evaluate communication skills and job fit.
- Maintained candidate databases, reducing shortlisting time by 20%.
- Contributed to the **successful hiring of 45+ qualified candidates**, improving client satisfaction and meeting weekly recruitment targets

fortune one pvt ltd. | Sales & Customer Relations Intern – Real Estate (Jan2025 – feb 2025)

- Interacted with 50+ prospect clients to explain property details and project highlights
- Worked on two major projects: **Aerocity** and **Purva Bellandur** providing assistance to interested buyers.
- Engaged in **cold calling and follow-ups**, ensuring timely responses to client inquiries.
- Explained **property specifications, pricing, and site advantages** to convert inquiries into site visits.
- Contributed to closing **5+ successful leads** by building client trust and addressing objections.
- Maintained organized client interaction records to support the sales and marketing team.

Certifications And Additional Courses

- BUSINESS COMMUNICATION-[mycaptain](#)
- DIGITAL MARKETING- [mycaptain](#)
- STOCK MARKETING-[mycaptain](#)
- BUSINESS ANALYTICS- [mycaptain](#)

Technical Skills

Technical & Financial Skills: MS Excel, MS Word, PowerPoint, Accounting, Financial Management, Stock Market
Business & Marketing Skills: Business Communication, Digital Marketing
Soft Skills: Teamwork and Collaboration, Adaptability, Problem-Solving Skills, Leadership

Extracurricular Activities

- Member of the **student government (2021–2022)**, contributing to campus leadership and student initiatives.
- Managed **logistics for the college fest "Cul-Ah 2024"**, ensuring smooth event coordination.
- Competed in **multiple dance competitions**, securing victories across various events.
- Led and organized impactful events to promote **student welfare, inclusivity, and collaboration**.

Languages known:

English, Hindi, Kannada, Rajasthani, Punjabi, French