

# **Chandana S**

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Languages: English, Kannada, Telugu

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## **Career Objective**

Motivated and detail-oriented B.Com graduate (2025) with hands-on experience in B2B Sales and HR Recruitment. Skilled in MS Office, Tally Prime, and Office Administration, with strong communication and teamwork abilities. Seeking opportunities in non-voice process, HR operations, or back-office roles to contribute to organizational growth and build professional expertise.

## **Education**

Bachelor of Commerce – Seshadripuram First Grade College, 2025  
Pre-University Course (Commerce) – St. Claret PU College, 2022  
SSLC – Raja Rajeshwari English School, 2020

## **Professional Experience**

Destination Expert (B2B Sales) – Trip Factory (Nexus DMC) | July 2025 – October 2025 (4 Months)

- Handled inquiries from travel agents and corporate clients, providing customized travel solutions.
- Coordinated with suppliers and partners to create competitive tour packages.
- Prepared quotations, itineraries, and cost sheets for domestic and international destinations.
- Built strong relationships with B2B partners to achieve monthly sales targets.
- Ensured smooth client operations through timely communication and support.

HR Recruiter Intern – BBM Private Limited | 1 Month

- Assisted in screening resumes, scheduling interviews, and maintaining candidate databases.
- Supported onboarding and documentation processes.
- Gained practical exposure to HR recruitment and coordination activities.

## **Certifications & Training**

Office Administration Training – Canara Bank Institute of Information Technology (3 Months)

- Trained in MS Word, Excel, PowerPoint, Tally Prime, and Nudi.
- Developed documentation, data entry, and office coordination skills.

## **Technical & Soft Skills**

- MS Office (Word, Excel, PowerPoint)
- Tally Prime
- Data Entry & Documentation
- Communication & Teamwork
- Time Management
- Adaptability

## **Personal Details**

Date of Birth: 18 April 2004