

# PRATIMA KUMARI PAN

✉ pratimakumari11868@gmail.com

☎ 7479792744

📍 Kiriburu, Jharkhand

in [www.linkedin.com/in/pratima-kumari-pan-058ab1239](https://www.linkedin.com/in/pratima-kumari-pan-058ab1239)

## Profile

As a final year BBA student with valuable internship experiences at SBI and Unschoo, I have gained insight into customer relationship and human resource management. I am skilled in Ms Excel, digital marketing, and recruiting. With my passion for learning and dedication to excellence, I am excited to contribute to a dynamic organization. Looking forward to discussing how my skills and experience align with your company's goals. Thank you for considering my application.

## Education

**BACHELOR'S OF BUSINESS ADMINISTRATION,**  
*TRIDENT ACADEMY OF CREATIVE TECHNOLOGY*  
2021 – present | BHUBNESWAR, INDIA

**12th COMMERCE,**  
*KENDRIYA VIDYALAYA MEGHAHATUBURU*  
2020 – 2021 | KIRIBURU, INDIA

## Languages

- HINDI
- ENGLISH

## Skills

- Ms Excel
- Canva
- Digital Marketing
- Recruiting

## Professional Experience

**CUSTOMER REALTIONSHIP INTERN,**  
*STATE BANK OF INDIA*

October 2023 – November 2023  
KIRIBURU, INDIA

- Reviewing and verifying loan application documents.
- Communicating with different parties to provide and gather necessary information and documentation.
- Providing customer service by answering questions and addressing concerns related to loan applications.
- Maintaining and updating records of loan applications and approvals.

**HUMAN RESOURCE INTERN,**  
*UNSCHOOL*

October 2023 – November 2023

- Completing day to day tasks.
- Scheduling interviews
- Shortlisting and hiring candidates for new role.