

PRIYANKA B R

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📍 Kirgandhuru behind sports club Mandya 571401

Summary

A B. Com graduate looking for a challenging career in the field where i can enhance my skills and knowledge which can further become beneficial to the organization

Education

2021-2024	P.E.S. College of Science, Arts and Commerce Mandya, Karnataka 2021-2024 Bachelor Of Commerce 9.0
2019-2024	Carmel Girls PU College Mandya P.U.C 86%
2019	Infant jesus english medium school K R Pet S.S.L.C 87%

Technical Skills

Computer Basics:

- Proficient in operating systems: Windows, macOS
- Skilled in using Microsoft Office Suite: Word, PowerPoint
- Knowledgeable in internet browsing and email management
- Experience with file management and data organization

Basic Excel:

- Proficient in creating and formatting spreadsheets
- Experienced with basic formulas and functions jeg, SUM, AVERAGE, VLOOKUPS
- Capable of creating and modifying charts and graphs

Strength

- Strong analytical and problem-solving skills
- Excellent communication skills, both verbal and written
- Ability to work independently and as part of a team
- Attention to detail and accuracy
- Time management and organizational skills

Academic Achievements

Internship in Honamma Enterprises (February 2024 April 2024)

Company Location: Mandya. India

Position: Intern

Academic Projects/Seminars

Participated in the seminars on-Demarketing-marketing in reverse

- Market research
- Content marketing
- Marketing strategy
- Analyze market

Certificate

Certified by Udemy

Ultimate Microsoft Office; Excel, Word, PowerPoint & Access

Instructors Simon Sez IT

Personal Information

Father Name: Ramachandra

DOB: 01/12/2003

Nationality: INDIAN

Language: Kannada, English

Declaration

All the information provided in this resume is true to the best of my knowledge and belief.

Place: Bangalore

Date: 03/09/2024