

AASHREEYA MENDHE

Business Administration Student

📞 8446601793 @ aashreeyamendhe28@gmail.com 📍 Bhupesh Nagar, Near Dinshaw Factory, Nagpur



SUMMARY

I am an enthusiastic and detail-oriented Business Administration student actively seeking an HR internship position. With a strong foundation in interpersonal skills and organizational abilities, I am eager to contribute to a dynamic HR team where I can gain practical experience and apply my academic knowledge in human resources.

EXPERIENCE

Project Coordinator Intern

CoRover

📅 06/2024 - 07/2024 📍 Bangalore

Technology-based company focusing on automation and AI solutions.

- Assisted in coordinating multiple projects, ensuring timely delivery and alignment with business objectives.
- Collaborated with cross-functional teams to enhance project efficiency.
- Managed documentation and communication between stakeholders.

EDUCATION

BBA

City Premier College

📅 08/2022 - 05/2025 📍 Nagpur

HSC

Sandipani School

📅 08/2020 - 05/2022 📍 Nagpur

SSC

Modern School

📍 Nagpur

KEY ACHIEVEMENTS



Project Delivery Success

Coordinated 5+ projects, achieving 95% on-time delivery.



Team Collaboration Enhancement

Collaborated with 5 cross-functional teams to improve efficiency by 30%.



Stakeholder Communication Boost

Managed documentation for 10 stakeholders, improving communication by 40%.



Excel Skills Application

Increased project efficiency by 25% with advanced Excel skills.

STRENGTHS



Project Coordination

Strong ability to manage and coordinate projects effectively.



Advanced Excel

Proficient in using advanced Excel for data analysis and project tracking.



Teamwork

Ability to work well within teams and foster collaboration.



Leadership

Demonstrated leadership in various initiatives and projects.



Effective Communication

Exceptional communication skills, both written and verbal.



Problem-Solving

Strong problem-solving skills, able to overcome obstacles.