



# Rani Rathod

📍 Bangalore  
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## Skills

Microsoft Excel

Google Docs

GitHub

Email Management

## Interests

Playing Cricket

Singing

## Languages

English

Marathi

Hindi

## Education

**BCA** Feb 2025 - Present  
Manipal University

**HSC – Higher Secondary Certificate.** March 2023-2024  
Uchha Madhyamik Kanishth Mahavidyalay 73%

**Software Development** 2021 - 2023  
I have pursued technical learning at NavGul, where I Student  
developed a strong foundation in coding and web  
development.

**SSC - Secondary School Certificate** March 2020-2021  
Uchha Madhyamik Kanishth Mahavidyalay 74.60%

## Experience

**Bookmark Automation** Dec 16, 2024 - Present  
Operation Executive Bangalore

- Handling data entry tasks with accuracy and efficiency.
- Coordinating with clients to ensure smooth workflow operations.
- Assisting in process improvements to enhance productivity.

**Fluidata** July 27,2024 - Oct 30 2024  
Intern Remote

**Data Entry Intern at Fluidata:**

- Entered and managed data in company databases with attention to detail.
- Worked with the team to improve the speed and accuracy of data entry tasks.

**NavGurukul Foundation For Social Welfare** Oct 16, 2022 - May 1, 2023  
Data Manager Pune Maharashtra

As Data Manager in NavGurukul

- Organized and managed student data for seamless tracking of progress.
- Handled student registrations for the Pune Campus.

**NavGurukul Foundation For Social Welfare** Pune Maharashtra  
Mentorship

- Developed leadership, communication, and time management skills.
- Guided and mentored students, ensuring collaboration and teamwork.