

MONISHA. E

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OBJECTIVE

Motivated BBA student with strong analytical, problem solving, and teamwork skills seeking to begin a career as an operations Analyst at J.P MORGAN. Eager to contribute to operational excellence by supporting process improvements, managing risk, and delivering efficient business solutions in a collaborative and dynamic environment.

EDUCATION

Bachelor of Business Administration

Mount Carmel College, Bangalore

Percentage: 75.85%

Aug 2023 - Present

12th Grade – SEBA

Bunts Sangha RNS Composite Pu College

Percentage: 76%

Jun 2021 - Mar 2023

10th Grade- CBSE

St Paul's school, Bangalore

Percentage: 75%

Apr 2019 – Mar 2020

SKILLS

1. Process improvement
2. Strong Communication
3. Team Leadership
4. Project Coordination
5. MS Excel & PowerPoint

CERTIFICATION

1. Microsoft Certified : Azure AI Fundamentals
2. Certified program on Personal Finance & IT Filing- Stockathon Academy

INTERNSHIP

1. **Operations Analyst Intern- Itigaa E Services pvt . ltd**
July – September
 - Assisted in planning and coordinating event operations to ensure smooth execution.
 - Analyzed logistics, vendor management and budgeting processes to improve efficiency.
 - Supported the operations team in resource allocation, client coordination, and performance tracking.
 - Contributed to post event reports and process improvements for future events.

LANGUAGES

English, Kannada (Read/Write/Speak)

Hindi

INTERESTS

Travelling, Reading books & Gym.

I hereby declare that all the particulars presented above are true to the best of my knowledge.