

# MALVIKA B S

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## Objective

Detailed-oriented and analytical BBA student with experience in documentation, data validation, workflow management, and client coordination through diverse internships. Seeking to contribute to Javelin Global's Commodities Operations team by supporting trade matching, settlements, KYC onboarding, and operational risk control. Proficient in Excel, reconciliation fundamentals, and structured problem-solving, with strong communication and stakeholder-management skills to ensure accuracy, timeliness, and control across workflows.

## Experience

### Byte Rains Pvt. Ltd

Aug 2025 – October 2025

#### Project Management & Business Analyst Intern

- Managed project documentation, workflow tracking, and cross-team coordination, improving process efficiency
- Conducted market and competitor analysis for AI-based financial products, delivering structured insights for decision-making
- Created client-ready requirement briefs and pitch decks, improving clarity and alignment across teams.
- Ensured timely and accurate communication across teams, reducing process gaps and delivery delays.

### Fortune One Buildco Pvt. Ltd

May 2025 – June 2025

#### Executive Intern

- Maintained detailed client inquiry logs, improving traceability, data accuracy, and follow-up efficiency.
- Supported high-value client discussions by preparing structured documentation and research inputs for a ₹50L+ property deal.
- Ensured clear communication and updated reports, increasing visibility and supporting faster decision-making.

## Education

• Bachelor of Business Administration - Mount Carmel College	Secured: 7.1 CGPA	2023 - Present
• Pre University - St. Joseph's PU College	Secured: 86.33%	2021 - 2023
• SSLC - The New Cambridge High School	Secured: 79.6%	2020 - 2021

## Skills

- Operations & Analytics: Process Mapping, Workflow Optimization, Data Validation, Documentation, Reconciliation Fundamentals,
- Technical: Excel (Pivot, VLOOKUP, XLOOKUP), SQL (Basics), Power BI, Tableau, Python (Basics)
- Financial Skills: Transaction lifecycle, Accuracy & Risk Awareness, Client Onboarding Support
- Soft Skills: Communication, Team Collaboration, Problem Solving, Adaptability, Leadership.

## Certifications

- Business Analysis & Process Management - Coursera
- Data Analytics - Mount Carmel College
- Microsoft Azure AI Fundamentals - AI-900 Microsoft
- Business Analysis with Excel – Simplilearn
- Microsoft Excel Course – Coursera
- Introduction to Data Analysis using Microsoft Excel – Coursera.

## Extracurricular

- Core Team - Resources Association: Managed vendor coordination & event operations
- Scoring Team Member: Ensured accurate real-time event scoring
- National Level Floorball Goalkeeper - Awarded for high-pressure performance
- NCC 'A' Certificate - Leadership, Discipline, Accountability.

## Languages

- English
- Telugu
- Kannada
- Hindi
- Tamil.