

# Keerthana S

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## Profile Summary

Ambitious and detail-oriented B. Com student at Mount Carmel College with strong analytical and organizational skills. Experienced in event management and internships, adept at handling data, coordinating teams, and executing tasks efficiently. Passionate about consumer engagement and brand storytelling, eager to learn and contribute to building memorable experiences at Paper Boat. Quick learner with a proactive approach to challenges and a creative mindset for problem-solving.

## Education

Mount Carmel College (Autonomous), Bengaluru

Bachelor of Commerce (General) | 2023–2026 | CGPA: 7.1/10

St. Anne's Pre-University College for Girls, Bengaluru

PUC – Commerce | 2021–2023 | Percentage: 77%

St. Mary's Girls High School, Bengaluru

SSLC | 2020–2021 | Percentage: 76%

## Certification Courses

- Investment Banking | Great Learning (Online) | Completed in 2025
- Analytics in Finance | Great Learning (Online) | Completed in 2025
- Corporate Finance | Swayam NPTEL (Online) | Completed in 2025

## **Experience & Internships**

### **• Financial Analyst Intern | Gravitas**

- Spearheaded financial analysis and developed robust reporting models using advanced Excel functions, improving data accuracy and efficiency.
- Generated insightful data summaries and strategic business insights from raw financial data to directly inform and support senior-level decision-making.
- Significantly enhanced analytical and quantitative capabilities by managing real-world financial processes and reporting deadlines.

### **• HR Intern (Part-Time) | Vee Technologies | Oct 2023 – Jan 2024**

- Managed the end-to-end recruitment process, including proactive candidate screening and efficient interview coordination, supporting talent acquisition goals.
- Maintained confidential HR records, ensured accuracy of payroll data, and managed critical compliance documentation.
- Enhanced organizational abilities and communication skills by coordinating closely with various teams.

## **Technical Skills**

- Advanced Microsoft Excel (Formulas, Pivot Tables, Data Analysis)
- Data and Analysis Skills: Power BI, Tableau, Google sheets
- knowledge of Payroll & HR Software
- Financial Data Reporting and Analysis

## **Achievements & Extracurricular Activities**

- District-Level Athlete: Represented in Volleyball & Track & Field; earned multiple accolades for discipline and teamwork.
- Core Team Member, Commerce Association: Organized academic and professional events, showcasing leadership and planning skills.

-Logistics Coordinator, Student Council: Managed event logistics, ensuring smooth execution of campus activities.

-Sports Representative: Acted as liaison for school sports, enhancing communication and representation skills.