

MALVIKA B S

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Objective

Business Administration graduate with a strong interest in financial operations, process execution, and cross-functional collaboration. Skilled in analytical thinking, data accuracy, and stakeholder communication. Seeking to learn and contribute within Morgan Stanley's Operations Apprenticeship Program by supporting transaction processes, internal controls, and business operations with attention to detail and ownership.

Experience

Byte Rains Pvt. Ltd

Aug 2025 – October 2025

Project Management & Business Analyst Intern

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

Fortune One Buildco Pvt. Ltd

May 2025 – June 2025

Executive Intern

- Managed client inquiry logs and follow-up tracking systems, improving data accuracy
- Supported high-value client discussions, contributing to near - closure progress on a ₹50L+ property
- Maintained structured client communication and updates for improved visibility and decision support.

Education

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| ◦ 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: 76.6% | 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.