

Malvika B S

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OBJECTIVE

Detail-oriented and client-focused Business Administration graduate with strong communication, technical aptitude, and problem-solving skills. Experienced in client support, process coordination, and data-driven decision making. Seeking to contribute to Consilio's Premier Support Services

EXPERIENCE

Byte Rains

August 2025 – Present

Project Management and Business Analyst Intern

- Coordinated project documentation, meeting notes, and task follow-ups to support smooth workflow execution across teams.
- Conducted market and competitor research for AI-based trading products and summarized findings to support strategic discussions.
- Assisted in preparing pitch decks, requirement briefs, and proposal materials for client presentations.
- Collaborated with cross-functional members to ensure clarity in objectives and reduce miscommunication in project progress.

Fortune One Buildco Pvt. Ltd.

May 2025 – August 2025

Executive Intern

- Managed client inquiry logs and follow-up tracking, improving visibility and accuracy of the sales pipeline.
- Communicated property details clearly to clients and supported decision-making discussions.
- Contributed to a near-closure of a ₹50 lakh property deal by maintaining consistent client interaction and relationship building.

EDUCATION

Bachelor of Business Administration
Mount Carmel College (Autonomous), Bangalore
Current CGPA: 71%

2023 – Present

Pre-University – SEBA (Statistics, Economics, Business,
Accountancy)
St. Joseph's Indian Composite PU College
86.33%

2021 – 2023

SSLC
The New Cambridge English School
79.6%

2019 – 2021

SKILLS

- Data Analytics: Microsoft Excel (Pivot Tables, Charts, VLOOKUP), SQL, Python Basic, Power BI Tableau,
- Business Tools: MS Word, PowerPoint
- Soft Skills: Communication, Leadership, Team Collaboration, Adaptability Analytical Thinking: Process mapping, Basic business modeling Artificial Intelligence Basic

CERTIFICATIONS

- Intermediate Microsoft Excel – Coursera
- Data Analytics - Mount Carmel College
- Business Analytics with Excel – Simplilearn
- AI-900 Microsoft Azure AI Fundamentals – Microsoft
- Business Analysis and Process Management – Coursera

EXTRACURRICULAR

RESOURCES ASSOCIATION – CORE TEAM MEMBER

- Managed vendor communications and event material procurement.

SCORING ASSOCIATION – SCORING TEAM MEMBER

- Maintained accurate event scoring and supported smooth event execution.

NATIONAL LEVEL FLOORBALL – GOAL KEEPER

- Awarded Best Goalkeeper

NATIONAL CADET CORPS– COMPLETED 'A' CERTIFICATE