

# DIVYA SHREE S

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## SUMMARY

A detail-oriented B.Com strategic finance student at MCC Bengaluru, pursuing US CMA certification. My academic background aligns with accounting and financial analysis, along with hands-on knowledge of Advance Excel, Tally and PowerPoint gained through short-term certifications. Highly motivated to join J.P.Morgan's Operations team, contributing to operational excellence, process improvement, Compliance management and client lifecycle management, while delivering strong analytical and operational support skills in a dynamic global banking environment.

## EDUCATION

### Mount Carmel College

2023 - 2026

Bachelor of Commerce- Strategic Finance  
CGPA - 8 (Aggregate of 4 semesters)  
Bengaluru 560052

### St. Claret Pre-University College

2021 - 2023

Statistics, Economics, Business studies, Accountancy (SEBA)  
Score- 89%  
Bengaluru 560013

### St. Claret School

2020 - 2021

Score- 85.76%  
Bengaluru 560013

## EXPERIENCE

### Accounts & Documentation Associate (Intern)- Excella Interiors | Bengaluru |

July-September'25

Prepared and organized sales and client quotations in Microsoft Excel  
Ensured accuracy and consistency in financial and client records  
Assisted in maintaining structured documentation for business operations  
Developed strong working knowledge of Excel and exposure to basic accounting processes

## SKILLS

**Skills :** Active Listening | Teamwork and Coordination | Problem Solving | Relationship Building | Time Management | Leadership | Report Writing | MS Excel,Word & Powerpoint | Data Interpretation.

## CERTIFICATIONS

**Certifications :** Tally -NICT | Excel Bootcamp- Miles Education | Financial Markets- Great Learning | Excel skills for Business Job Stimulation- Goldman Sachs | Financial Modelling Workshop- Equigenius Services | AI tools workshop- be10x | Youth India Foundation | Enrolled in Financial Analysis using Excel - Swayam

## PUBLICATION

Contributed an Original Research based Artwork on **sustainability in the corporate world**, published in **Commercial Light**, the official Commerce department magazine of Mount Carmel College (2024 -2025)

## LEADERSHIP & EXTRACURRICULAR ACTIVITIES

- **Fine Arts Association:** Event Management Core Team  
Planned venue logistics, scheduling, and coordination to ensure smooth execution of the main college fest.
- **Art and Decor Association:** Logistics Team  
Handled event logistics, resolved discrepancies, and supported set-up and execution.
- **Student Council:** Scoring Team  
Ensured transparent and unbiased evaluation of participants during competitions.
- **Commerce Association:** Art and Decor Core Team  
Designed visual themes, crafted event materials, and supported overall execution of departmental events.

## LANGUAGES:

English, Tamil, Kannada, Hindi, French.