

Shristi Yadav

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Profile summary

Motivated BBA graduate with an interest in operations management and business growth. Experienced in data analysis, financial reporting, and workflow coordination through academic projects and internships. Eager to apply analytical and organizational skills to enhance efficiency, support team objectives, and ensure high operational standards. Excited to learn, collaborate, and grow within JPMorganChase while contributing to impactful and innovative operational solutions.

Education

Mount Carmel College, Autonomous (2023-2026)

Bachelor of Business Administration with 83% (4 semesters)

Jyoti Nivas Pu College (2023)

12th Grade with 89%

Holy Cross School (2021)

10th grade with 83.8%

Certifications and Trainings

- Completion of Financial Literacy Course
- Completion of Certified Programme on Capital Markets
- Attended Financial Advisor 3-day training at Aditya Birla Group

Experience

HR Intern

Spectrum Consultants, Bangalore – May 2025 - August 2025

- Supported end-to-end hiring process specifically for Prompt Engineering positions under NVIDIA's LLM project.
- Conducted initial resume screening to shortlist eligible candidates based on predefined criteria.
- Communicated with candidates via phone and email to schedule interviews and share application updates.
- Tracked candidate responses and maintained follow-up logs to ensure timely coordination with hiring managers.

Hard Skills

Microsoft Office Suite: Proficient in Word, PowerPoint, Basic Excel

Data visualisation: Familiarity with Tableau

Technical Basics: Familiarity with HTML

Analytical & Research Skills: Financial analysis, process coordination

Academic & Project Work

Survey & Data Analysis: Designed and conducted a user experience survey on streaming platforms; compiled responses into a structured Word document and performed analysis to extract actionable insights.

Comparative Financial Analysis: Analysed PepsiCo's financial statements to prepare common-size and comparative reports, identifying key trends and insights for performance evaluation.