



DIVYA ANAND KAMAT

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SUMMARY

Aspiring Bachelor of Commerce (Business Process Services) student with strong analytical, documentation, and operational coordination skills. Experienced in project support, stakeholder communication, secondary research, functional documentation, and maintaining quality standards. Proficient in MS Excel, reporting, process mapping, and coordinating with cross-functional teams. Seeking an analyst role to contribute to change management, requirement gathering, reporting, and process documentation.

EXPERIENCES

Digital Promotion & Outreach Intern - Notetracks

May - August 2025

- Conducted structured secondary research for industry trends and client-focused insights, supporting project deliverables.
- Prepared documentation, content workflows, and research summaries ensuring accuracy and version control.
- Analyzed engagement data to support reporting and identify areas for improvement.
- Collaborated with cross-functional teams and adhered to deadlines with quality outputs.

The Big Little - Social Media Intern

Jan 2025 - Mar 2025

- Performed audience, competitor, and pattern research to support strategic decision-making.
- Documented content guidelines and prepared structured internal reports.
- Communicated with internal stakeholders and ensured timelines and quality expectations were met.
- Assisted in organizing information for website structure and validating published material.

Pledge A Smile - Volunteer

Aug - 2024

- Coordinated logistics for a 2-day inter-college cultural fest involving multiple departments.
- Acted as SPOC during events, ensuring stakeholder alignment, timely execution, and issue escalation.
- Maintained documentation, reports, and post-event summaries.

CORE COMPETENCIES

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| • MS Excel/PowerPoint (Pivot Tables, Lookup Functions, Basic Reporting) | • Strategic & Analytical Thinking |
| • Power BI (Dashboards, Data Interpretation) | • Performance Tracking & Reporting |
| • Documentation: SOP Writing, Process Mapping, Requirement Gathering | • Independent Work |
| • Secondary Research & Analysis | • Communication & Team Leadership |

EDUCATION

Mount Carmel College, Autonomous

Bachelor of Commerce - Specialization in Business Process Services - 7.8 CGPA

Additional Relevant Coursework - Business Analysis (Fundamentals), MS Excel (Intermediate) Power BI (Basics)

MES Kishora Kendra - Pre University College

Commerce - Statistics, Accounts, Business Studies, Computer Science, - 93.66%

LEADERSHIP

- Directed planning and logistics for a 2-day intercollegiate cultural fest, managing cross-team coordination and event execution.
- Demonstrated professional leadership as lead guitarist and band leader, fostering collaboration among [number] members during live performances.

ACHIEVEMENTS

- Trinity College London (Rock & Pop, Grade 2) – Guitarist
- Secured top positions at multiple intercollegiate cultural fests by leading cross-functional teams, coordinating event logistics, and delivering acclaimed creative projects.

EXTRA - CURRICULARS

- Active participant in cultural activities, volunteer committees, and event coordination.
- Passionate Kannada poet actively involved in creative writing and performing arts.