

# **DEEKSHA KARUNAKARAN**

## **ASPIRING OPERATIONS PROFESSIONAL**

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### **CAREER OBJECTIVE**

Motivated and detail-oriented B.Com student seeking an internship opportunity in operations or finance to develop strong analytical, quantitative, and interpersonal skills. Eager to gain hands-on experience in financial processes, client relationship management, and business operations within a dynamic and growth-oriented organization.

### **EDUCATION**

<b>Bachelor of Commerce (B.Com)   Percentage : 79 (Aggregate)</b>	<b>2023 - Present</b>
Mount Carmel College, Autonomous	
<b>Class 12 (Commerce)   Percentage : 94</b>	<b>2021 - 2023</b>
ASC PU College (Affiliated to Department of Pre-University Education)	
<b>Class 10 (State Board)   Percentage : 79</b>	<b>2011 - 2021</b>
St. Ann's High School (Affiliated to Karnataka School Examination and Assessment Board)	

### **SKILLS**

#### **TECHNICAL SKILLS:**

- Microsoft Excel – Formulas, PivotTables, VLOOKUP/XLOOKUP, data analysis, charts
- Microsoft PowerPoint – Creating professional presentations and reports.
- Familiar with Power BI and Tableau for data visualization and reporting.
- Microsoft Office Suite and Google Workspace
- Tally and SQL (Working Knowledge)

#### **SOFT SKILLS:**

- Attention to detail and accuracy
- Project Management
- Analytical and problem-solving ability
- Leadership & Initiative
- Effective communication
- Teamwork and collaboration
- Adaptability and willingness to learn

#### **CERTIFICATIONS:**

Advanced Excel with Microsoft Certification.

#### **VOLUNTEER & COMMUNITY ACTIVITIES:**

NSS Community at MCC, Arts and Decor Association and National Cadet Corps

#### **LANGUAGES**

English, Kannada, Sanskrit,Tamil