

SIRI GOWRI. S

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FEMALE, 20

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EDUCATION

Bachelors of Commerce, Business Process Services	2023-26	Mount Carmel College, Bengaluru	70%
Pre-University CSBA (Class XII)	2022	MES Kishora Kendra PU College, Bengaluru	91%
SSLC (Class X)	2020	MES Kishora Kendra, Bengaluru	93%

PROFILE SUMMARY

Aspiring Operations Professional with a foundational background in B.Com, Business Process Services and a strong focus on Financial Management, Data Analysis, and process control. Employed previously as a Community Engagement Specialist, I demonstrated both creative and managerial strengths in coordinating events and its logistics while producing timely reports. My Research Analysis Internship honed my skills in data mining and reporting, providing proven ability to handle complex data sets (Excel, MySQL), manage precise financial records from large-scale events, and produce timely, data-driven reports. Core competencies include strong communication, team building, leadership, and a knack for problem-solving. Being highly organized and detail-oriented, I'm eager to leverage these analytical and organizational strengths to manage the trade lifecycle and mitigate operational risk at Morgan Stanley.

INTERNSHIPS

1. Research Analysis Intern, Stepup Learning Solutions, Bengaluru June - August 2024

- Conducted data research on 1000+ AIML Experts based off of Singapore, UAE and India ensuring data integrity and accuracy
- Performed data analysis on the curated database to identify strategic collaboration opportunities, providing data-driven insights for business development..
- Designed learning materials on various financial and accounting topics for the official website.
- Managed social media handles including YouTube and created engaging content targeting undergrads.

Professional Recognition:

- Received recognition for process improvement in data curation, demonstrating a commitment to efficiency and continuous refinement of operational methods.

2. Community Manager, Kadence, Bengaluru

May – November 2025

- Drove community growth of the company by hosting regular open mics and workshops resulting in 25% increase in walk-in sales of the stores across the city.
- Managed end-to-end event logistics for gatherings (up to 100 attendees), focusing on proactive risk mitigation and on-site problem-solving to ensure smooth operations and controlled execution.
- Managed and expanded the social media handle of the brand with over 50k+ followers, creating content that boosted event attendance and enhanced brand visibility by 50% positive rate.
- Developed and maintained comprehensive operational reports using MS Excel and PowerPoint, providing data-driven insights on campaign/event performance to leadership, highlighting proficiency in reporting and documentation.

Professional Recognition

- Recognition received by the director of the company for demonstrating strong leadership and communication skills and producing timely reports consistently.

ACADEMIC PROJECTS

- Project 1: College flagship fest registrations; Registrations Team Head; Handled on-spot sign-ups ensuring accurate financial records and participant data across multiple events.
- Project 2: Marketing and public relations for Commerce Club; Core Team Member; Curated detailed potential collaboration invites for various colleges for the club's events and maintained reports of a high-impact marketing campaign resulting in effective stakeholder management.

ACADEMIC ACHIEVEMENTS AND AWARDS

- Awarded the "Achiever of the Year 2021" by Life Insurance Corporations LTD, Rajajinagar for scoring full marks in Sanskrit in SSLC.

POSITIONS OF RESPONSIBILITY

- **Marketing and Public Relations Core Team member, Commerce Association**
 - Campaigned for leading events of the Commerce Department and drove the crowd engagement.
 - Certification of recognition received by the principal.
- **Marketing and Public Relations Core Team member, Journalism Association**
 - Campaigned for leading events of the Journalism Department and drove the crowd engagement.
 - Certification of recognition received by the principal.
- **Student Council Head for Registrations Team**
 - Managed on-site event registrations ensuring precise financial and participant data.
 - Certification of recognition received by the principal.
- **Vocalist for Kannada Sangha**

EXTRA-CURRICULAR ACTIVITIES AND ACHIEVEMENTS

- Won "fresh voice" award by Kannada Sangha.
- Cultural Secretary of the college in 12th grade and Captain of the school in 10th grade.

SKILLS

- Advanced Excel
- Structured Query Language (MySQL)
- MS Office
- Accounting Principles & Financial Statements
- Financial Literacy
- Data Management
- Communication
- Analytical Thinking

LANGUAGES

- Kannada: Native
- English: Fluent
- Hindi: Fluent

OTHER INFORMATION

- Secured 80% in Carnatic Music Vocals junior level exam by KSEEB.
- Presently learning senior level Carnatic Music Vocals.