

# MALVIKA B S

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## Objective

Detail-oriented BBA student with practical experience in managing project documentation, coordinating stakeholders, and ensuring process accuracy. I aim to contribute to Societe Generale Global Solution as an Analyst by supporting change initiatives, preparing functional documentation, and assisting in UAT and KPI-driven performance reporting.

## Experience

### Byte Rains Pvt. Ltd

Aug 2025 – October 2025

#### Project Management & Business Analyst Intern

- Coordinated cross-functional teams as SPOC for project updates, ensuring smooth communication and timely execution.
- Conducted market and competitor analysis for AI-based financial products, delivering structured insights for decision-making.
- Supported sprint activities by reviewing feature requirements, preparing testing inputs, and validating output accuracy.
- Improved clarity and alignment across teams by delivering well-structured client-ready presentations and functional documents.

### Fortune One Buildco Pvt. Ltd

May 2025 – June 2025

#### Executive Intern

- Maintained detailed client inquiry logs, improving traceability, data accuracy, and follow-up efficiency.
- Supported high-value client discussions by preparing structured documentation and research inputs for a ₹50L+ property deal.
- Ensured timely communication, updated reports, and strengthened operational visibility for day-to-day processes.

## Education

• Bachelor of Business Administration - Mount Carmel College	Secured: 7.1 CGPA	2023 - Present
• Pre University - St. Joseph's PU College	Secured: 86.33%	2021 - 2023
• SSLC - The New Cambridge High School	Secured: 79.6%	2020 - 2021

## Skills

- Operations & Analytics: Process Handling, Workflow Optimization, Data Validation, Documentation, Operational Control, Reporting.
- Technical: Excel Reporting (Pivot, VLOOKUP, XLOOKUP), SQL (Basics), Power BI, Tableau, Python (Basics)
- Financial Skills: Accounting Basics, Reconciliation Statements, Accuracy & Risk Awareness, Client Onboarding Support.
- Soft Skills: Communication, Team Collaboration, Problem Solving, Adaptability, Leadership.

## Certifications

- Business Analysis & Process Management - Coursera
- Data Analytics - Mount Carmel College
- Microsoft Azure AI Fundamentals - AI-900 Microsoft
- Business Analysis with Excel – Simplilearn
- Microsoft Excel Course – Coursera
- Introduction to Data Analysis using Microsoft Excel – Coursera.

## Extracurricular

- Core Team - Resources Association: Managed vendor coordination & event operations
- Scoring Team Member: Ensured accurate real-time event scoring
- National Level Floorball Goalkeeper - Awarded for high-pressure performance
- NCC 'A' Certificate - Leadership, Discipline, Accountability.

## Languages

- English
- Telugu
- Kannada
- Hindi
- Tamil.