

# 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

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#### 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

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#### CERTIFICATIONS:

Advanced Excel with Microsoft Certification.

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#### VOLUNTEER & COMMUNITY ACTIVITIES:

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

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#### LANGUAGES

English, Kannada, Sanskrit, Tamil