

# Harshal M Kalra

BUSINESS ADMINISTRATION STUDENT

## CONTACT

- +91 76250 72585
- hi@harshalkalra.com
- linkedin.com/in/harshalkalra
- harshalkalra.com

## EDUCATION

- 2023-2026  
MOUNT CARMEL COLLEGE,  
AUTONOMOUS  
Bachelor of Business  
Administration (83.53%)
- 2021-2023  
SRI KUMARAN'S CHILDREN'S  
HOME - CBSE  
Commerce with  
Entrepreneurship (92.2%)

## SKILLS

- MS Excel
- MS Powerpoint
- Strategic Planning
- Data and Reporting
- Financial Data Analysis
- Business Tools
- Time Management

## ACADEMIC EXPOSURE

- Trade Finance
- Cash Treasury operations
- Basic Introduction to Python

## PROFILE

Final-year proactive student of BBA Finance with solid academic foundation in capital markets, derivatives, and financial statement analysis. Aware of data governance, client lifecycle management, monitoring of compliance, and operational risk detection using Excel and Power BI. Able to analyze business processes, maintain accuracy of reports, and work with stakeholders to optimize efficiency. CFA aspirant, who wishes to add value to J.P. Morgan's Operations team through financial data analysis, process improvement, and adherence to global risk and compliance standards.

## CERTIFICATIONS

- Investment Banking.
- An Introduction to Power BI.
- Microsoft Excel Advanced: for Professionals and Corporates.
- Project Management: Agile and Traditional methods.
- Pitchbook: Pitch Deck for Investor Pitching.
- Certificate Program in Capital Markets.
- Financial Literacy.
- Participating in EY CAFTA (Treasury).

## COLLEGIATE EXTRACURRICULARS

- 1 year as a core team member of Sales department with the Mount Carmel Centre for Innovation, Incubation and Entrepreneurship (MCCIIE).
- 1 year as a core team member of Registrations team of the Student Council.

## INTERNSHIP EXPERIENCE

- The Collectiv Community Lead - Content & Strategy** SEPT'23-FEB'24
  - Supervised a team of 7 creators, ensuring process adherence and timely delivery in line with organizational and regulatory standards.
  - Maintained regular communication with stakeholders to report anomalies, escalate risks, and improve transparency.
  - Coordinated cross-team operations, applying project management and compliance awareness.
- The Collectiv Social Media Marketing Intern** MAR'23-AUG'23
  - Conducted data analysis of client performance metrics, ensuring accuracy and alignment with compliance standards and supported regulatory repoting tasks.
  - Developed Excel dashboards for intra-day and end-of-day monitoring of reconciliation checkpoints, improving process efficiency and participated in KPI tracking.
  - Evaluated operational workflows, recommending risk-control improvements to reduce inefficiencies.
  - Supported management with evidence-based insights, enhancing regulatory and reporting quality.