

PAYAL SHARMA

Bengaluru, Karnataka

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#### OBJECTIVE

Detail-oriented and proactive BA Psychology & English Literature student (2026) with strong analytical, communication and problem-solving abilities. Seeking the Operations Full-Time Analyst Program at J.P. Morgan to contribute to operational excellence, process improvement, problem solving and client-focused service delivery.

#### EDUCATION

Bachelor of Arts – Psychology & English Literature

Mount Carmel College, Bengaluru | Expected 2026

Consistent academic record: 82% | 82% | 81% | 82%

Class XII (Humanities) – Tagore Public School, Jaipur | 93.16%

Class X – Tagore Public School, Jaipur | 83.34%

#### CORE SKILLS

Technical: MS Excel (Pivot Tables, Basic Formulas, VLOOKUP), PowerPoint, Word, Python (Basics)

Professional: Data Analysis, Documentation, Problem-Solving, Time Management, Teamwork, Leadership

Tools: Canva, YouCut

Strengths: Detail-oriented, Process-driven, Strong communication, Adaptability

#### RELEVANT EXPERIENCE & PROJECTS

## Academic & Practical Experience – Business, Operations & Team Projects

- Created structured business and marketing plans as part of coursework focused on client needs, execution timelines and performance outcomes.
- Developed clear documentation and structured reports through a Python project, demonstrating precision and clarity in written communication.
- Applied concepts of organizational behavior, work motivation and team efficiency through Industrial Psychology coursework.

## Leadership & Collaboration Experience

- NCC Cadet: Demonstrated discipline, problem-solving under pressure, teamwork, accountability and leadership in group-based activities.
- Soft-Skills & Communication Training: Strengthened interpersonal communication, negotiation and customer-focused service approach.

## CERTIFICATIONS & COURSES

- Cognitive Psychology & Human Behavior
- Financial Management (SEC)
- Advertising & Media Management (OE)
- Marketing & Management (Vocational Course)
- Python Programming

## ACHIEVEMENTS

- 2nd Place – Sanskrit Verse Recitation (public speaking & retention)
- Winner – Inter-School Drawing Competition (creativity & attention)

LANGUAGE

Hindi|English|Marwadi