

# GAYATHRI.N

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## SUMMARY

Detail-oriented B.Com final-year student with internship experience in compliance documentation, MIS reporting, and data management. Skilled in Advanced Excel, MS Word, and data accuracy checks with a strong foundation in financial operations and reporting. Currently pursuing IBM Business Analyst Specialization to enhance analytical and operational expertise. Seeking to contribute as an Audit Associate at KPMG, ensuring accuracy, compliance, and efficiency in audit processes and financial statement review.

## EDUCATION

### Bachelor of Commerce:

Mount Carmel College, Bangalore (Anticipated graduation in 2026)

### Pre-University Certificate (PUC):

Mahadeva Pre-University College

### Schooling:

Citizens' English School

## INTERNSHIPS

### Human Resources Intern – Ten HR Consulting | Bangalore (Jun 2025 – Sep 2025)

- Prepared HR and onboarding reports using Excel and Google Sheets.
- Managed talent tracking sheets and internal documentation ensuring 100% accuracy.
- Assisted in process standardization and maintained compliance documentation.

### Content Designer Intern – To-Let Company | Bangalore (Jun 2025 – Sep 2025)

- Designed content strategies aligned with organizational goals.
- Created data-backed visual presentations to support marketing initiatives.
- Collaborated with teams to develop impactful communication material.

## TECHNICAL SKILLS

Audit & Compliance: Financial statement review, compliance documentation, MIS reporting, data reconciliation

Tools: Advanced Excel, MS Word, MS PowerPoint, Google Sheets, Adobe Professional (basic), Canva

Core Competencies: Book-keeping, operations analysis, transaction support, accuracy verification, process documentation

## Certifications & Courses

- IBM Business Analyst Specialization (Ongoing, Coursera)
- Advanced Excel Certification
- NSS Volunteer Certificate
- Kannada Team Volunteer Certificate

## Languages:

English, Kannada, Hindi, Tamil