

# MANYA P.S

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## SUMMARY

Detail-oriented and adaptable individual with hands-on experience in business process management, operations coordination, and strategic planning. Skilled in cross-functional collaboration, data organization, and workflow optimization. Eager to apply analytical and problem-solving skills to deliver process efficiency and operational excellence within a dynamic financial services environment.

## EXPERIENCE

### Mount Carmel College, Autonomous - Cultural Secretary, Student Council

July 2025 - Present

- Directed end-to-end coordination of large-scale intercollegiate events, managing logistics, resource allocation, and team operations.
- Collaborated with 70+ associations to streamline event planning, vendor management, and performance tracking, ensuring process efficiency and institutional visibility.

### NoteTracks - Marketing & Outreach Intern

June 2025 - September 2025

- Managed lead-generation and data organization of 45+ clients, using structured outreach pipelines to support recruitment operations.
- Contributed to process optimization by maintaining detailed tracking sheets and ensuring data accuracy across marketing databases.

### Group Pharmaceuticals - Human Resources Intern

May 2025 - July 2025

- Assisted in talent acquisition processes, including screening 90+ candidate's profiles, Coordinated full-cycle recruitment operations, streamlining interview scheduling and candidate data management for 20+ roles.
- Supported end-to-end recruitment operations, updating internal trackers to streamline the hiring workflow.

### The Big Little - Social Media Intern

Dec 2024 - March 2025

- Crafted compelling and visually appealing content for Colors Kannada's official social media platforms, increasing audience engagement by 12% and enhancing brand visibility among target demographics.
- Managed project timelines, deliverables, and communication between design and marketing teams for brand campaigns, improving workflow consistency and content delivery efficiency.

## EDUCATION

### Mount Carmel College, Autonomous

July 2023 - May 2026

Bachelor of Commerce - Specialization in Business Process Service - Integrated With TCS

### Mount Carmel Pre University College

July 2021- April 2023

Commerce Stream -Accounting, Economics, Business Studies, Political Science

## TEAM LEADERSHIP & ACTIVITIES

Student Council - Cultural Secretary 2025-26

National Cadet Corps - Logistics & operations Team

French Association - Head of Social Media & Photography Team

Kannada Sangha - Performance Team

## SKILLS

- Strategic Planning & Execution
- Project & Event Coordination
- Digital Marketing
- Public Speaking & Communication
- Microsoft Excel, PowerPoint
- Team Leadership & Conflict Resolution
- SEO Content Creation
- Artificial Intelligence

## ACHIEVEMENTS

- National Cadet Corps - C Certification
- Bharat Scouts And Guides - Rajya Puraskar Certification