



DIVYA ANAND KAMAT

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SUMMARY

Analytical and detail-oriented B.Com (Business Process Services) student with strong fundamentals in accounting, financial statements, secondary research, and corporate compliance. Experienced in producing structured reports, conducting data-driven analysis, and managing information with accuracy. Adept at MS Excel, business research, documentation, and interpreting financial and business information. Seeking to contribute to KPMG through integrity checks, due diligence research, and high-quality analytical work.

EXPERIENCE

Notetracks - Digital Promotion and Outreach Intern

May - August 2025

- Conducted extensive secondary research on industry trends, market summaries, and client-relevant topics to support article creation and insight development.
- Produced eight structured, research-backed articles, ensuring factual accuracy and clarity in reporting.
- Analyzed website engagement patterns and content performance data to improve SEO and online visibility.
- Maintained documentation and content workflows with a focus on accuracy and attention to detail.

The Big Little - Social Media Intern

January - March 2025

- Performed research on audience behavior, competitor activity, and market patterns to support strategic decision-making.
- Assisted in documentation, structuring content guidelines, and preparing basic reports for internal use.
- Supported website development by organizing information, verifying accuracy, and ensuring consistency in published material.
- Coordinated cross-functional communication while maintaining timelines and quality standards.

Pledge A Smile - Fundraising & Data Support Volunteer

August 2024

- Assisted with donor outreach, maintaining accurate records and documentation of fundraising activities.
- Supported data organization, report preparation, and coordination for fundraising initiatives.

TECHNICAL & FUNCTIONAL SKILLS

Technical Skills

- MS Excel (Intermediate) – Pivot Tables, Lookup Functions
- Power BI (Basics)
- Secondary Research & Analysis
- Report Writing & Documentation
- Awareness of OFAC/EU Sanctions, Negative News Screening

Soft Skills

- Communication (Written & Verbal)
- Critical Thinking
- Detail Orientation
- Time Management
- Teamwork & Independent Work

EDUCATION

Mount Carmel College, Autonomous

Bachelor of Commerce - Specialization in Business Process Services - 7.8 CGPA

Additional Relevant Coursework - MS Excel (Intermediate) Power BI (Basics), Business Analysis (Fundamentals)

MES Kishora Kendra - Pre University College

Commerce - Statistics, Accounts, Business Studies, Computer Science, - 93.66%

LEADERSHIP

- Coordinated operations and logistics for a 2-day inter-college cultural fest involving multiple departments.
- Led teams during college events ensuring timely execution, stakeholder coordination, and documentation of activities.

ACHIEVEMENTS

- Trinity College London Rock & Pop - Grade 2 (Guitar)
- Winner at intercollegiate cultural fests for performance & event leadership.
- Recognized for consistent participation in college-level event management.

EXTRA-CURRICULARS

- Active participant in cultural activities, volunteer committees, and event coordination.
- Write original poems.