Shristi Yadav

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Profile summary

A driven and ambitious student currently pursuing a Bachelor's degree in Business Management. I am looking for an opportunity to learn, grow, and gain practical experience in Operations. I am eager to begin my career as an Operations Analyst at Javelin Global Commodities, where I can develop my skills, support the team, and contribute to the organization's work with honesty and dedication.

Education

Mount Carmel College, Autonomous (2023-2026)
Bachelor of Business Administration with 83% (4 semesters)

Jyoti Nivas Pu College (2023)
12th Grade with 89%

Holy Cross School (2021)
10th grade with 83.8%

Certifications and Trainings

- Completion of Financial Literacy Course
- Completion of Certified Programme on Capital Markets
- Attended Financial Advisor 3-day training at Aditya Birla Group

Experience

HR Intern
Spectrum Consultants, Bangalore – May 2025 - August 2025
- Supported end-to-end hiring process specifically for Prompt Engineering positions under NVIDIA's LLM project.
- Conducted initial resume screening to shortlist eligible candidates based on predefined criteria.
- Communicated with candidates via phone and email to schedule interviews and share application updates.
- Tracked candidate responses and maintained follow-up logs to ensure timely coordination with hiring managers.

Hard Skills

Microsoft Office Suite: Proficient in Word, PowerPoint, Basic Excel
Data visualization: Familiarity with Tableau
Technical Basics: Familiarity with HTML
Analytical & Research Skills: Financial analysis, survey analysis, process coordination

Academic & Project Work

Consumer Survey on Streaming Platforms: Designed and conducted a user-experience survey on streaming platforms, compiling responses into a structured report and analyzing the data to extract actionable insights.

Comparative Financial Analysis: Analyzed PepsiCo's financial statements to prepare common-size and comparative reports, identifying key trends and insights for performance evaluation.