

P.DIVYA LAXMI

#3, Kalyan Nagar ,RS Palya, Bangalore-33 • 7676577093 • laxmidivya60@gmail.com

SUMMARY

An ambitious Business Process Services student passionate about management, innovation, and problem-solving. I excel in dynamic environments, combining strategic thinking and adaptability. Committed to detail and growth, I aim to provide fresh perspectives while enhancing my leadership and business operations skills.

WORK EXPERIENCE

Common Wealth Bank Australia (CBA)

July 2025-Dec 2025

- Training based on topics such as Fintech, Financial Analysis, Advance excel.

The Big Little - HR intern

Dec 2024 - March 2025

- Posted job openings on various online platforms and tracked applicant flow using applicant tracking systems
- Assisted in the full-cycle recruitment process, including sourcing candidates, screening resumes, and scheduling interviews

Kholi Media LLP - HR intern

Feb 2024 - May 2024

- Supported the onboarding process for new hires, preparing orientation materials and conducting welcome sessions
- Conducted initial phone screenings for entry-level positions, assessing candidate qualifications and cultural fit.
- Posted job openings on various online platforms and tracked applicant flow using applicant tracking systems

EDUCATION

Bachelor's of Commerce -Business Process service integrated with TATA

July 2023 - Present

Mount Carmel Autonomous College

- Specialization in Business Process Service.
- Subjects Covered
 - Human resource Management
 - Banking
 - Corporate Accounting and Auditing.
- Retail Market Research
- Financial Accounting
- Financial Management

Pre University Course - Commerce Stream(SEBA)

June 2021 - April 2023

Mount Carmel Pre University College

- Relevant coursework:
 - Statistics
 - Economics
- Business
- Accountancy

ADDITIONAL INFORMATION

- Technical Skills:** Project Management, Microsoft excel, Basic Java , Microsoft PowerPoint
- Languages:** English, Kannada, Hindi ,
- Certifications:** Applied Analytics and Business Intelligence(NXT gig), The Big Little(Internship completion), Kholi Media LLP(internship completion)
- Core competencies:** Leadership, People Management, Communication , Adaptability and growth