

# Mahika Banwani

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## Professional Summary

Motivated Business Administration student aspiring to build a career in Operations. Experienced in coordinating daily business activities, managing reports, and collaborating across teams. Strong analytical and problem-solving skills with proficiency in Microsoft Excel and Power BI. Highly organized, adaptable to dynamic environments, and eager to contribute to Morgan Stanley's Operations team. Familiar with trade lifecycle processes, reconciliation, and operational risk awareness.

## Key Skills

Operations Management | Trade Lifecycle Awareness | Data Analysis & Reporting | Microsoft Excel & Power BI | Teamwork | Communication | Risk Control Awareness | Time Management | Leadership | Problem Solving | Attention to Detail

## Professional Experience

Social Media Marketing and Sales Intern | V Go Nuts | Dec 2021 – Feb 2024

- Supported daily operations, ensuring smooth coordination of customer service and sales functions.
- Analyzed customer data and prepared performance reports for management.
- Collaborated with the operations team to streamline order management and improve response times.
- Assisted in planning small promotional events and contributed to performance dashboards using Excel.
- Communicated customer feedback to improve business processes.

Apprenticeship Intern – E-Library Development | Refining Skills Pvt Ltd | Apr 2021 – May 2021

- Assisted in organizing and reconciling academic materials, ensuring accuracy and compliance.
- Managed documentation and supported data entry processes to improve workflow efficiency.
- Collaborated with senior team members on data quality control and reporting metrics.
- Developed understanding of governance, control frameworks, and operational risk management.

## Education

Bachelor of Business Administration | Mount Carmel College | Expected Jan 2026

Relevant Coursework: Applied Analytics & Business Intelligence, Financial Literacy, Investment Banking, Digital Marketing, Microsoft Power BI

ISC – Commerce with Business Studies | Bishop Cotton Girls' School | Jan 2023

ICSE | St. Charles High School | Jan 2021

## Leadership & Activities

- Co-Head, Logistics Team – Crescent 2022, Bishop Cotton Girls' School
- Participant, 'Area 51' Treasure Hunt – Resurgence Fest (2021–2023)
- Participant, Innwaves 2021 – National Public School, Indiranagar
- Elected Class Captain – St. Charles High School

## Languages

English (Fluent) | Hindi (Fluent) | Sindhi (Fluent) | French (Beginner)

## Interests

Dance & Music | Fitness | Sports | Cooking | Creative Arts | Travel