

DIVYA ANAND KAMAT

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SUMMARY

Detail-oriented B.Com (Business Process Services) student with strong analytical, operational, and documentation skills. Experienced in stakeholder coordination, discrepancy identification, research, and process accuracy - bringing a structured, proactive, and quality-driven work approach. Proficient in Excel, reporting, workflow management, and client communication. Seeking an Operations or Trade Support role to apply my acquired skills and contribute to the organization .

EXPERIENCES

Digital Promotion & Operations Intern - Notetracks

May - August 2025

- Conducted structured secondary research and analyzed data trends, supporting decision-making and reporting accuracy.
- Prepared documentation, content workflows, and research summaries ensuring accuracy.
- Prepared structured summaries, reports, and operational insights with strong attention to detail.
- Collaborated with cross-functional teams and adhered to deadlines with quality outputs.

Social Media Intern & Operations Intern - The Big Little

Jan 2025 - Mar 2025

- Conducted audience, competitor, and pattern research supporting strategic planning and content pipeline accuracy.
- Documented content guidelines and prepared structured internal reports.
- Communicated with internal stakeholders and ensured timelines and quality expectations were met.
- Assisted in organizing information for website structure and validating published material.

Volunteer - Pledge A Smile

Aug - 2024

- Assisted in campaign planning and donor outreach, strengthening community engagement.
- Designed digital posters and wrote promotional content for outreach activities.

CORE COMPETENCIES

- Trade Support Fundamentals: Documentation, discrepancy identification, record accuracy
- Research & Analytical Ability
- Operational Coordination & Workflow Management
- Client Communication & Interpersonal Skills
- Strong Attention to Detail & Risk Awareness
- Microsoft Excel/PowerPoint
- Time Management & Task Prioritization
- Adaptability & Process Improvement Mindset

EDUCATION

Mount Carmel College, Autonomous

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

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

MES Kishora Kendra - Pre University College

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

OPERATIONS & TEAM LEADERSHIP EXPERIENCE

- **Inter-College Fests:** Scheduled and managed logistics for a 2-day college fest, coordinating multiple departments by being the single point of contact.
- Maintained reports, checklists, and post-event documentation with accuracy for multiple events.
- **Band Leader & Lead Guitarist:** Coordinated rehearsals, team communication, and live performance logistics.
- Demonstrated proactive band leadership and collaboration in time-sensitive environments.

ACHIEVEMENTS

- Trinity College London (Rock & Pop, Grade 2) – Guitarist
- Secured top positions at multiple intercollegiate cultural fests by leading cross-functional teams, coordinating event logistics, and delivering acclaimed creative projects.

EXTRA - CURRICULARS

- Active participant in cultural activities, volunteer committees, and event coordination.
- Passionate Kannada poet actively involved in creative writing and performing arts.