

# Divya Gera

Business Operations Intern at MSD.

Motivated and curious learner looking forward for opportunities to explore and grow.



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Dubai, UAE 📍

## EDUCATION

### B.E. ELECTRICAL AND ELECTRONICS

Birla Institute of Technology and Science, Pilani, Dubai Campus

08/2017 - Present

CGPA- 7.43/10

#### Courses

- Principles of Management
- Business Communication
- Number Theory
- Applied Statistical Methods
- Computer Based Control Systems
- Satellite Communication

## WORK EXPERIENCE

### Business Operations Intern MSD

01/2021 - Present

DUBAI, UAE

#### Achievements/Tasks

- CRM DATABASE MAINTENANCE on MS Access
- Hands on experience of Advanced Excel

### MANAGEMENT INTERN

Emirates Transformer and Switchgear

06/2019 - 08/2019

JAFZA, DUBAI, UAE

#### Achievements/Tasks

- Did an intensive training on logistics, health & safety of a manufacturing company.
- Gained thorough insight into the various manufacturing processes of Transformers and Switchgears.
- Contributed significantly to an ongoing Power Conservation Project.
- Acquired knowledge on Lean Six Sigma and 5s

### Business Executive

IB Cricket GITEK FUTURE STARS

10/2018 - 10/2018

Dubai, UAE

#### Achievements/Tasks

- Pitched about the product, the world's first true sport virtual reality cricket game, and its different features.
- Guided everyone how to play the game.

## SKILLS

MATLAB

ADVANCED EXCEL

MICROSOFT ACCESS

MULTISIM

OrCAD Pspice

Marketing and Communication

## PROJECTS

Light Detector Circuit using Wheatstone Bridge  
(01/2020 - 05/2020)

- Designed and implemented the circuit using Proteus.
- Implemented the hardware design and observed the results.
- Observed the results and made a detailed report about the different components and their working.

Simple Linear Regression (03/2020 - 05/2020)

- Implemented a Swedish Auto Insurance Data Set of 63 observations on MATLAB.
- Observed the results through a graph and calculated the Regression equation, correlation coefficient and Test Statistic of the regression model.
- Made a detailed report of the topic, observed results and all the applications of Simple Linear Regression

## STUDENT LEADERSHIP ROLES

Office Bearer of ALLURE (08/2018 - Present)

Treasurer, Vice President and President of ALLURE (official fashion club of BITS Pilani, Dubai Campus)

Logistics Coordinator Of BSF (10/2018)

Bits Sports Festival is one of the largest inter-university sports festival of UAE.

Operations Head of Spectrum (04/2019)

Spectrum is a fun-filled day organized by the Social and Environmental Club of Bits Pilani aimed at spreading awareness about the inclusion of specially abled kids.

## LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

## INTERESTS

Fashion

Travelling

Baking

Networking